



## **SOCIETY AND GENETICS 195CE INFORMATION SHEET**

SOC GEN 195CE, Community and Corporate Internships in Society and Genetics (4.0 units), is open to ALL majors/ minors and is best suited with a background in the life sciences and/or prior coursework in the social sciences focused on the human body. Students must have junior or senior status, and have good academic standing (at least a 3.0 GPA). Students work at an off-campus site for a total of 80 hours per quarter (can be paid or unpaid); meet bi-weekly with our internship coordinator (total of 5 times per quarter); and submit weekly assignments and a final research paper. Students may enroll in SOC GEN 195CE for a maximum of two quarters. For HBS majors, the first quarter counts towards the 4.0 units of Soc Gen 195CE/196/199 Requirement. The second quarter counts as an upper division elective.

### **Internship Site Requirements**

- Internship must involve 80 hours spread throughout the quarter (8-10 hrs/ week)
- Challenging, college-level work in a professional work environment (i.e., not filing, coffee runs, scheduling appointments, shadowing without interaction, etc.)
- Supervised off-campus location (UCLA-affiliated centers may potentially work as long as the internship work involves interaction with community stakeholders, not peers. See Page 3-5 for examples)
- Connection to your major/interests

Information about 195CE Course Requirements: Visit the UCLA Center for Community Engagement's website: <https://communityengagement.ucla.edu/programs/internship-courses/>

## Enrollment Procedures for Soc Gen 195CE

Society and Genetics 195CE is offered in Fall, Winter, and Spring quarters. Do not be alarmed if Society and Genetics 195CE shows up as “Closed by Department” on Schedule of Classes or myUCLA as enrollment is not through Class Planner. For detailed information, please visit [communityengagement.ucla.edu/programs/internship-courses/#enrollment](https://communityengagement.ucla.edu/programs/internship-courses/#enrollment). The steps to enroll are also outlined below.

1. Secure an internship.
2. Confirm your eligibility: Students must have a 3.0 GPA and junior or senior standing (at least 90 academic credits). They should also be in good academic standing.
3. Select a 195CE Course (i.e., Soc Gen 195CE).
4. Create a 195CE Course Contract through myUCLA.
  - a. Go to myUCLA → Classes → Contract Courses → Create a New Contract → Select Term → Select “Corporate/ Community Internship (195)”
5. While creating the 195CE contract on myUCLA, you will be prompted to enter Departmental Faculty Mentor’s name. For the academic year 2022-2023, simply type “Allard” then select Patrick Allard when his name appears. *You DO NOT need signature from Dr. Allard OR the department chair. You are only responsible for acquiring your site supervisor’s signature before the intake appointment.*
6. Once you fill out the contract, please download a copy of your contract and the letter of agreement. Request signature from your site supervisor.
7. Schedule an Intake Appointment through myUCLA. For Winter 2023, you will be able to self-schedule for an intake appointment on myUCLA as of Week 0, January 3, 2023. Intake appointments must occur between January 3-18, 2023 in order to have time for processing. For Spring 2023, you will be able self-schedule for an intake appointment on myUCLA as of Week 0, March 29, 2023. Intake appointments for Spring 2023 must occur between March 29-April 14, 2023 in order to have time for processing.
  - a. Go to myUCLA → Academics → Advising and Academic Services → Appointments → Create Appointment → Organization → Center for Community Engagement → 195CE Intake
8. After the Graduate Student Instructor reviews and approves your 195CE course contract at your intake appointment, they will forward the 195CE contract and letter of agreement to the department advisor to complete the enrollment. Once received, the department will enroll you in 195CE.
9. Optional: If your internship site requires Verification of Academic credit, please review the information from the [Registrar Website](#) regarding proof of enrollment. Students may obtain a letter that verifies academic credit is being received for a 195CE internship course by using the internship letter request found on the Registrar Website. Students must be enrolled in the 195CE class before submitting this request.

## Resources

### Looking for Internships?

Search through [UCLA Career Center's](#) website (or [Handshake](#)) and look through other websites such as [www.idealists.org](http://www.idealists.org), [www.internshipprograms.com](http://www.internshipprograms.com), [www.internships.com](http://www.internships.com), and [www.losangelesinternships.com](http://www.losangelesinternships.com). You can also try going straight to the websites for nonprofits in the Los Angeles area that focus on topics of particular interest to your study of human biology and society and/or your future goals. **Searching for and being accepted into an internship requires your active efforts and is part of the learning process.**

### Examples of Past Soc Gen 195CE Internship Sites

The sites below are internships that students have worked at in the past for Society and Genetics 195CE. You will still need to have them approved by our 195CE internship coordinator, as they are not guaranteed. Visit the program websites to explore available internship opportunities. Don't forget to check under "volunteer" opportunities since some sites discuss interns alongside volunteers or will work with you to increase responsibilities to develop an internship. If you cannot find information about internships on the program websites, send the organization an email, or call the main office to ask for more information. The Institute for Society and Genetics and Center for Community Engagement cannot guarantee that all sites listed are recruiting interns at this time, but feel free to contact us if you would like to talk about whether a site you found on your own could qualify for 195CE credit.

Examples of Past Internship Sites (in alphabetical order)
<b>Barbara Kort Women's Imaging Center</b> <ul style="list-style-type: none"><li>• <a href="https://www.uclahealth.org/locations/barbara-kort-womens-imaging-center">https://www.uclahealth.org/locations/barbara-kort-womens-imaging-center</a></li><li>• <a href="https://www.uclahealth.org/medical-services/cancer-services/breast-cancer/locations">https://www.uclahealth.org/medical-services/cancer-services/breast-cancer/locations</a></li></ul>
<b>California Department of Public Health</b> <ul style="list-style-type: none"><li>• <a href="https://www.cdph.ca.gov/Programs/OPDE/Pages/Internship-Program.aspx">https://www.cdph.ca.gov/Programs/OPDE/Pages/Internship-Program.aspx</a></li><li>• <a href="https://www.cdph.ca.gov/Programs/OPDE/Pages/VolunteerInternshipProgram.aspx">https://www.cdph.ca.gov/Programs/OPDE/Pages/VolunteerInternshipProgram.aspx</a></li></ul>
<b>Cancer Support Community</b> <ul style="list-style-type: none"><li>• Assisting with programming for cancer patients and caregivers</li><li>• <a href="https://www.cancersupportcommunitybenjamincenter.org/about/mission-and-history.html">https://www.cancersupportcommunitybenjamincenter.org/about/mission-and-history.html</a></li></ul>
<b>Cedars-Sinai Research Internship Program</b> <ul style="list-style-type: none"><li>• <a href="https://www.cedars-sinai.edu/education/professional-training-programs/internship/available.html">https://www.cedars-sinai.edu/education/professional-training-programs/internship/available.html</a></li><li>• <a href="https://www.cedars-sinai.org/volunteer-services/adults.html">https://www.cedars-sinai.org/volunteer-services/adults.html</a></li></ul>
<b>COPE Health Scholars Program</b> <ul style="list-style-type: none"><li>• Provides experiential education for pre-health professionals in clinical settings</li></ul>

<ul style="list-style-type: none"> <li>• <a href="https://copehealthscholars.org/programs/health-scholar/overview/">https://copehealthscholars.org/programs/health-scholar/overview/</a></li> </ul>
<p><b>Disability Rights Legal Center</b></p> <ul style="list-style-type: none"> <li>• Legal aid for people with disabilities and people affected by cancer</li> <li>• <a href="https://thedrlc.org/externships-internships-pro-bono/">https://thedrlc.org/externships-internships-pro-bono/</a></li> </ul>
<p><b>Early Childhood Partial Hospitalization Program</b></p> <ul style="list-style-type: none"> <li>• Short-term treatment program for children with autism, developmental disabilities, and behavioral disorders</li> <li>• <a href="https://www.semel.ucla.edu/ecphp/contact">https://www.semel.ucla.edu/ecphp/contact</a></li> </ul>
<p><b>Inner City Law Center</b></p> <ul style="list-style-type: none"> <li>• Provider of legal service on Skid Row</li> <li>• <a href="https://innercitylaw.org/internships/">https://innercitylaw.org/internships/</a></li> </ul>
<p><b>Iris Cantor Women’s Health Center</b></p> <ul style="list-style-type: none"> <li>• Public health and policy related. Environmental determinants of reproductive health considered.</li> <li>• <a href="https://www.uclahealth.org/programs/womens-health/faculty-and-students/wherc-student-internship-program">https://www.uclahealth.org/programs/womens-health/faculty-and-students/wherc-student-internship-program</a></li> <li>• For more information, please contact Julie Friedman at <a href="mailto:JAFriedman@mednet.ucla.edu">JAFriedman@mednet.ucla.edu</a>.</li> </ul>
<p><b>Los Angeles LGBT Center</b></p> <ul style="list-style-type: none"> <li>• GED tutoring for LGBTQ youth experiencing homelessness and other programs</li> <li>• <a href="https://volunteer.lalgbtcenter.org/">https://volunteer.lalgbtcenter.org/</a></li> </ul>
<p><b>Lundquist Institute</b></p> <ul style="list-style-type: none"> <li>• <a href="https://lundquist.org/education/internship-opportunity">https://lundquist.org/education/internship-opportunity</a></li> </ul>
<p><b>Make-a-Wish Foundation</b></p> <ul style="list-style-type: none"> <li>• <a href="https://wish.org/la/internships">https://wish.org/la/internships</a></li> </ul>
<p><b>MS Achievement Center</b></p> <ul style="list-style-type: none"> <li>• Recreational therapy for people with multiple sclerosis</li> <li>• <a href="https://www.uclahealth.org/departments/neurology/about-us/ms-achievement-center">https://www.uclahealth.org/departments/neurology/about-us/ms-achievement-center</a></li> <li>• Please email Kara Deliman (<a href="mailto:kdeliman@mednet.ucla.edu">kdeliman@mednet.ucla.edu</a>) to inquire about their volunteer opportunities</li> </ul>
<p><b>OPICA (Optimistic People in a Caring Atmosphere)</b></p> <ul style="list-style-type: none"> <li>• Maintaining cognitive skills for adults with Alzheimer’s disease</li> <li>• <a href="https://www.opica.org/">https://www.opica.org/</a></li> </ul>
<p><b>Pathway at UCLA Extension (Educational Coach)</b></p> <ul style="list-style-type: none"> <li>• Education coach for young adults with developmental disabilities</li> <li>• <a href="https://www.uclaextension.edu/pathway">https://www.uclaextension.edu/pathway</a></li> </ul>
<p><b>Planned Parenthood Los Angeles</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.plannedparenthood.org/planned-parenthood-los-angeles/get-involved-locally/volunteer">https://www.plannedparenthood.org/planned-parenthood-los-angeles/get-involved-locally/volunteer</a></li> </ul>
<p><b>Stein Eye Institute</b></p>

- Internship promotes an open learning environment for those interested in optometry, public health, or any area in health and nonprofit fields.
- <https://www.uclahealth.org/departments/eye/mobile-eye/get-involved/volunteerintern>
- Email [community@jsei.ucla.edu](mailto:community@jsei.ucla.edu), or call the office at (310) 825-2195, to schedule an interview

**Therapy West**

- Therapies (physical, speech, occupational) for children and their families
- <https://therapywest.org/volunteer-information/>
- Email [therapywest@therapywest.org](mailto:therapywest@therapywest.org) or call (310) 337-7115.

**UCLA Health Policy Research Center**

- Health related research among community stakeholders in LA
- <https://healthpolicy.ucla.edu/about/Pages/Mission.aspx>

**Venice Family Clinic**

- Volunteer opportunities in administration, fundraising, medical, and social services
- <https://venicefamilyclinic.org/volunteer-opportunities/>
- If you have additional questions, please contact [VFCvolunteer@mednet.ucla.edu](mailto:VFCvolunteer@mednet.ucla.edu).