

DISABILITY STUDIES 195CE INFORMATION GUIDE – Abbreviated List

Disability Studies 195CE are required courses for all students declared in the disability studies minor. The requirement is a consecutive 2-quarter internship experience that bridges practical experiences in a work environment with academic content based in disability studies scholarship.

Searching for and being accepted into an internship requires your active efforts and is part of the learning process.

INTERNSHIP REQUIREMENTS:

- At one community-based agency that provides direct services for persons with disabilities or a government agency responsible for policies on disability issues
- The Disability Studies 195CE internship course is 4 units/quarter and letter-grade only
- The Internship must be over two consecutive quarters (Fall/Winter or Winter/Spring quarters) and involve a minimum of 80 hours during a quarter (8-10 hrs/week, 160 total hours).
- Professional work environment
- Supervised off-campus location (UCLA-affiliated centers are RARELY approved, and internship work must involve interaction with community stakeholders, not peers)
- Connection to the minor and your major/interests
- Attend bi-weekly meetings with the Graduate Student Instructor at the Center for Community Learning (CCL). Writing assignments and a final research paper will be required

For more information on 195CE Course Requirements click on this link for the UCLA Center for Community Learning's website: <http://www.uei.ucla.edu/communitylearninginternships.htm>

SOME PRE-APPROVED COMMUNITY INTERNSHIPS

The sites below have been pre-approved for DIS STD 195CE internship credit because DS minors have worked there in the past. Visit the program websites to explore available internship opportunities.

OFF-CAMPUS INTERNSHIP SITES:

Bridges Academy

- school for Twice-Exceptional (2e) students
- opportunities to work with educators, learning specialists, and school administrators
- www.bridges.edu
- Email a resume at David Wildkress at david.wildkress@bridges.edu

Disability Community Resource Center

- formerly known as the Westside Center for Independent Living
- non-residential independent living center dedicated to enhancing the quality of life for people with all kinds of disabilities
- <https://www.dcrc.co/volunteer/>

Disability Rights Legal Center

- cross-disability civil rights organization advocating for the rights of people with disabilities
- www.drlcenter.org
- Contact: Connor Hannigan (connor.hannigan@drlcenter.org)

Kidabilities

- pediatric occupational therapy center
- <http://kidabilitiesla.com/>
- Contact: Elisa Seidner (elisa@kidabilitiesla.com)

LAUSD Schools (Walgrove Elementary)

- opportunities for interns to work in learning labs and classrooms for K-12 students with disabilities
- Contact: Christine Rose (crosester@gmail.com)

NAMI Westside (National Alliance of Mental Illness)

- a grass-roots, education, support and advocacy organization dedicated to improving the lives of families and consumers diagnosed with a mental illness
- <http://namila.org/>

Painted Turtle

- provides camp-based programs for children with disabilities and chronic illnesses
- <http://www.thepaintedturtle.org>
- Contact: Alisa Rubbone (alisar@thepaintedturtle.org)

Shane's Inspiration

- international organization creating social inclusion for children with disabilities by helping communities design and develop fully-inclusive playgrounds
- <https://shanesinspiration.org/>
- Contact: Marci Moran at marci@shanesinspiration.org

Therapy West

- provides community-based therapeutic services for children and their families, including occupational therapy, physical therapy, and speech and language therapy
- <http://www.therapywest.org/>
- Contact: Sophia Magana (smagana@therapywest.org)

LOOKING FOR MORE INTERNSHIPS?

You can request the full list by contacting the DS graduate student instructor or the DS Minor academic counselor. In addition to this list, you can use the Career Center's Handshake platform - www.career.ucla.edu or other internship websites, such as www.idealists.org. You can also try going directly to the websites for nonprofits in the Los Angeles area that focus on topics of particular interest to your study of disability studies and/or your future goals. You should check in with the DS academic counselor or DS graduate student instructor if this other internship is appropriate. Be prepared to share an internship job description, the name of the supervisor, and location of the internship site.

ENROLLMENT STEPS FOR DS 195CE

1. Explore and seek potential internships at least one or two quarters before the term you intend to officially enroll in DS 195CE.
 - a. You can always consult with the DS academic counselor or DS graduate student instructor for the minor.
2. Contact potential internship sites and apply, interview, etc.
3. Secure an internship by being offered a two-quarter position that will allow you to work 8-10 hours per week for a minimum total of 80 hours during an academic quarter (160 total hours over two quarters).
4. Create a 195CE Course Contract following steps listed on this [website](#) (step 4). Please follow the step-by-step guidelines.
 - a. The contract must be signed by your internship supervisor.
 - b. Petition your academic counseling unit to go over 19 units, if needed.
5. Request your internship supervisor's signature on the Letter of Agreement (available on step 5 of [website](#) to download.)
6. Schedule an intake appointment with the DS Graduate Student Instructor (Cymone Mack) during Weeks 8-10 of the quarter preceding your internship or Weeks 0-2 of the quarter when you want to enroll**.
 - a. Schedule an intake appointment via MyUCLA (Academics > Appointments)
 - b. For your intake appointment, please have the required information:
 - i. Name and location of your internship site
 - ii. Name and email address of your supervisor at the internship
 - iii. Description of internship duties from the organization (i.e. offer letter or position ad)
 - iv. Signed 195CE Contract AND Letter of Agreement by your Site Supervisor
7. Submit the signed DS 195CE contract to the DS Graduate Student Instructor during your intake appointment.
 - a. The DS Graduate Student Instructor will forward the signed DS 195CE contract to the DS academic counselor for enrollment. The deadline for enrollment is Friday, Week 2.
8. Verify enrollment on your [MyUCLA](#) study list and Degree Audit Report by the end of Week 2 (or Week 3 if you turn in paperwork late).

NOTE: For the second quarter of your internship, you will need to follow steps 4 – 7.

***International students are asked to schedule intake appointments for Week 8-10 of the quarter preceding their internship course. Domestic students are asked to schedule intake appointments for Week 0-2 of the quarter in which they will be enrolled. All intake appointments must be completed by Wednesday of Week 2. Contact 195CEinfo@college.ucla.edu if you have any questions about when to schedule your intake appointment*