

**UNITED STATES
PROBATION DEPARTMENT
EASTERN DISTRICT
OF MICHIGAN

INTERNSHIP PROGRAM**



GOAL

The goal of the U.S. Probation Department Internship Program is to provide students with the opportunity to work in a federal agency where they may obtain experience in the field of corrections and gain knowledge of the criminal justice system and the individuals who are processed through it. The student's role will be that of trainees, with the expectation that they will conduct themselves as staff members adhering to the policies and procedures of the Probation Department.

CONDITIONS

The length of the internship period should be at least 10 to 15 weeks, but will not exceed 52 weeks. The intern should work a minimum of 15 hours per week, the hours being based on the number of credits. During the internship period, one or more probation officers will supervise the student. The officers will insure that the intern is exposed to the many aspects of a probation officer's job. As the officers are ultimately responsible for all work submitted to the Court, they will review the work of the intern and sign all written reports. The officers will also meet with the intern and faculty liaison to confirm that they meet the goals of the Probation Department and school.

REQUIREMENTS

The student must have the equivalent of at least junior status and an academic grade point average of 3.0. The field of study should be in the area of criminal justice, college of law or any related social services. However, other fields of study may be considered. Additionally, the student should have an interest in the field of corrections as a career.

The student should be at least twenty years old and no more than thirty-five years old, be a United States citizen or eligible to work in the United States, possess a valid driver's license and have access to a motor vehicle. In addition, the student will need to provide personal, employment and academic references. Writing skills and the ability to work under deadlines are areas that will be scrutinized.

The applicant will be interviewed to determine if he or she meets the criteria and if the U.S. Probation Department is the appropriate placement for the student. The interview will be similar to that of an applicant for a full-time paid position. Questions will include inquiries into the student's interest in the profession, reasons for applying for the position, and queries regarding his or her background.

Before starting as an intern, the student will be asked to sign release of information forms. A background investigation, which includes a criminal record check, will be conducted. The student will also be required to sign "Acknowledgment of Gratuitous Service and Waiver."

TO APPLY

Please send a resume, cover letter, application, transcripts, and a letter of reference to Jennifer Danysh or Tracey Bylin, U.S. Probation Officers, at Theodore Levin United States Courthouse, 231 W. Lafayette, Room 984, Detroit, Michigan 48226. For more information, please call (313) 234-5426 or (313) 234-5439.

Additional information about the Federal Courts can be found at www.uscourts.gov and about probation in the Eastern District of Michigan at www.miep.uscourts.gov.