



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
PROBATION OFFICE**

STUDENT INTERNSHIP PROGRAM

General Information

The United States Probation Office for the Southern District of New York has a voluntary internship program and seeks out undergraduate and post-graduate students majoring/minoring in criminal justice, the social sciences and other related fields of study. Our goal is to provide students with hands-on experience in the two facets of probation: presentence investigation and post-conviction supervision. The probation office will consider the applicant's division preference, but cannot guarantee assignment. The students will be given as much exposure to their designated division, and possibly the other sector, during the internship appointment. There may also be involvement in special projects, but always under the direction of an officer, in an office setting in one of our two offices, unless otherwise directed.

Internships are available in the following locations:

Manhattan – 500 Pearl Street, Manhattan, New York 10007

White Plains – 300 Quarropas Street, White Plains, New York 10601

The goal of this program is to allow students to gain individual work experience and fulfill school requirements, while also providing services to the U.S. Probation Office. Interns may receive academic credit if an agreement is made between the Probation Department and the intern's college or university.

Qualifications

Must be 18 years old

Enrolled in an undergraduate program at an accredited college/university

Junior or senior year

Preferred cumulative GPA of 3.0 or above

Must be in good standing with the college or university

Must commit to completing 16 hours per week for a four-month period

Application Process

Interested individuals should forward their cover letter, resume, transcript, and a letter of reference (preferably a professor or professional) to the following email address:

NYSP_InternProgram@nysp.uscourts.gov

PLEASE INCLUDE YOUR OFFICE PREFERENCE IN THE SUBJECT LINE OF THE EMAIL

If a student meets the minimum requirements and there is an opening for an intern, a personal interview will be scheduled. Incomplete applications will not be considered.

Interested applicants must undergo credit, law enforcement, and employment and personal reference checks. The applicant will also be required to sign an "Acknowledgement of Gratuitous Services and Waiver for Uncompensated Employee." If selected for the student intern position, the student will be required to comply with all related local and national policies and follow The Code of Conduct manual. Each student will be required to attend orientation on the Code of Conduct, sexual harassment, dress code, and computer awareness.

Application Deadlines

Internships are offered during the Summer, Fall, and Winter/Spring semesters.

Summer program: applications must be received by April 15th

Fall program: applications must be received by April 15th

Winter/Spring program: applications must be received by December 1st

Internship Duties

Interns will undergo orientation at the Probation Office prior to the commencement of their internship.

Intern Responsibilities

- Assist probation officers in the performance of his or her duties under the direction and supervision of the Probation Officer and/or Supervising Probation Officer.
- Adhere to the Code of Conduct for Judicial Employees.
- Maintain confidentiality. Interns are required to sign a Non-Disclosure Agreement
- Report on time for work at the Courthouse.
- Among other things, student interns will observe presentence interviews, in-office visits, and Court hearings.
- Student interns will work on special projects as directed.
- Assist with collateral investigations.
- Assist with researching information for presentence reports.
- All research papers or other academic work completed by the student intern, which identify the Probation Office will be shared with the Probation Office.
- Students experiencing any problems in the intern program should address the issues with the Internship Coordinator.
- Complete an evaluation regarding the internship experience.

Interns Will Not

- Receive financial compensation from the Probation Office.
- Conduct field work.
- Sign any document relating to any function of the Probation Office without an approving signature of a Probation Officer.
- Release confidential information.
- Be responsible for the completion of a presentence report.
- Supervise a caseload.