



**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, New York, NY 10007

White Plains – 300 Quarropas Street, White Plains, NY 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 submit a packet of the required documents via email (NYSP_InternProgram@nysp.uscourts.gov). Please submit your packet ***as a single PDF document***.

Your PDF packet must include:

Cover letter; resume; most recent transcript – unofficial transcript is acceptable; two letters of recommendation - from a professor and/or an employer

**** If applying for academic credit, one of the letters of recommendations must be from your advisor or a major faculty member.**

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