



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

**STUDENT INTERNSHIP PROGRAM  
(PRESENTENCE INVESTIGATION DIVISION)  
PRE-LAW & LAW SCHOOL STUDENT**

This position is located in the United States District Court, Southern District of New York Probation Office (Presentence Investigation Division), 233 Broadway, New York, New York. The student internship program was established to assist students interested in the federal legal system gain work and educational experience. In addition, this program was developed to assist our agency in obtaining information on all matters which take place during the sentencing of defendants. This particular internship program will enable students to learn about the sentencing process first hand by attending hearings and composing a report detailing the events of the sentencing. Students may also assist with special projects under development within the presentence investigation or supervision division.

**PROGRAM CRITERIA**

This program is voluntary and based on the needs of this office. If approved by the participating college or university, students will receive scholastic credits. The program requires students to work under the close supervision of a Supervisory U.S. Probation Officer or a U.S. Probation Officer Specialist in the presentence investigation division. This program requires a four-month commitment, with an availability of at least 16 hours per week. Interested students must be at least 18 years of age, be currently enrolled in an undergraduate or graduate program at an accredited college or university. Priority is given to pre-law or law school students. Students must have and maintain a grade point average of B or higher. Applicants must have a superior writing ability, with a desire to work in the law enforcement, legal or criminal justice field. A written recommendation by a professor at the educational institution is required.

**FIELD INSTRUCTOR'S RESPONSIBILITIES**

The field instructor is defined as the Supervisory U.S. Probation Officer or U.S. Probation Officer Specialist who will be assessing the student participant. The field instructor will provide close supervision of the student's activities and evaluate the student at the end of the internship. The field instructor will insure that the participant has a complete understanding of each project, and its requirements, responsibilities and the overall goal. The field instructor will provide close supervision of the student's activities. The field instructor will also maintain a work log of the student's performance and complete a student evaluation quarterly. Contact with a professor of the college may take place to ensure that student and college expectations are being met. Employees of the probation office who desire to be field instructors must receive approval from their supervisor and a Deputy Chief U.S. Probation Officer.

**SPECIAL PROJECT DEVELOPMENT**

Special internship projects will be developed in the following ways:

1. The probation office will identify a need and develop a project for the intern that addresses the need. The project must receive the approval of the deputy chief. Once approved, the human resources manager will recruit interns from local colleges.
2. Students will engage in projects developed by the probation office or a college may develop a project for a student and offer it to the office for consideration. If the project is approved by the deputy chief, a field instructor will be assigned to the student.

**APPLICATION PROCEDURE**

To apply, students must submit a resume and cover letter expressing the reason why they are interested in participating in the SDNY-U.S. Probation Office Student Internship Program. In addition, applicants must provide a reference letter from an instructor or professor, and submit transcripts or documentation of current grade status for classes in which enrolled.

**SDNY U.S. Probation Office  
500 Pearl Street  
New York, New York 10007-1312  
Attention: Human Resources  
Fax: 212 805-0045**

**[SDNYProbation\\_HRDepartment@nvsp.uscourts.gov](mailto:SDNYProbation_HRDepartment@nvsp.uscourts.gov)**

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.

**\*\*\*\*\*Applicants must be a U.S. Citizen or a Permanent Resident; must have applied or signed an affidavit stating they will apply for U.S. Citizenship within six months of first becoming eligible; must have their application completed in no more than two years after they are eligible to apply.\*\*\*\*\***