



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

**STUDENT INTERNSHIP PROGRAM
(SUPERVISION DIVISION)**

This position is located in the United States District Court, Southern District of New York Probation Office (Supervision Division), 233 Broadway, New York, New York. The student internship program was established to assist undergraduate and graduate students interested in the federal legal system gain work and educational experience. Work is performed in an office setting, with some physical contact with federal offenders. Student interns may be assigned work in any of the following units:

- Drug & Alcohol Treatment
- Home Confinement
- Mental Health
- Financial
- Sexual Offender
- Special Offender
- General Crime

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. 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, must have and maintain at least a B average. The student should also have a desire to work in the law enforcement, legal or criminal justice fields, and be recommended in writing by a professor at the educational institution.

SPECIAL PROJECT DEVELOPMENT

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, a field instructor will be assigned to the student.

FIELD INSTRUCTOR'S RESPONSIBILITIES

The field instructor is defined as the U.S. Probation Officer, supervisor or manager who will assess the student participant's progress. 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, with the aid of the human resources manager, will develop a project with specific tasks, responsibilities and goals. Those tasks and responsibilities should meet the needs of the college. Additionally, the field instructor will maintain a work log of the student's performance and have regular contact with the college to ensure that the expectations of the student and the college are being met.

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

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.*******