

STUDENT INTERNSHIP PROGRAM



April 2003

Revised July 2010

Revised May 2011

MISSION

The mission of the Student Internship Program for the U.S. Probation Office for the Southern District of Illinois is to provide an opportunity for college students to develop experience in the field of corrections, particularly in the U.S. Probation System. To this end, several other objectives will be accomplished which will become an integral part of the program's mission.

The program will help develop greater community involvement and a closer relationship with area institutions of higher learning. This bonding will allow us to become involved in other programs that may be beneficial to school, students, probation staff, and local communities.

The program is designed to ensure that the learning experience is beneficial to students and probation staff. While the main focus of the program will be to attract college students in corrections or criminal justice, other disciplines may be invited to participate. This will provide exposure in the field of corrections to students of related disciplines and may give them greater career opportunities.

The ever expanding responsibilities associated with the field of corrections requires knowledge from many disciplines including psychology, social work, education, business management, and counseling. Additionally, expertise in sub-specialties including computer literacy, substance abuse, mental health, investigative techniques, effective writing, and training are essential.

In summary, the program will allow us to learn from each other, develop greater community involvement, and encourage and prepare students to enter a field that requires commitment, creativity, and competency in many disciplines.

ADMINISTRATIVE RESPONSIBILITIES

CHIEF U.S. PROBATION OFFICER. The overall responsibility for the efficient and successful operation of the Internship Program rests with the Chief U.S. Probation Officer who may have direct involvement with the program and will also designate other duties as delineated below.

DEPUTY CHIEF U.S. PROBATION OFFICER. The primary operational responsibility for each Student Intern will be the Deputy Chief U.S. Probation Officer. The duties will include but may not be limited to the following:

1. Facilitate the development of and participate in the selection process for student candidates.
2. Facilitate the placement of Student Interns from various colleges and universities.
3. Facilitate the acquisition and final submission of all Student Intern evaluations, which will be based upon the feedback received from the various U.S. Probation Officer Mentors to whom the Student Intern may be assigned.
4. Facilitate the statistical data required for submission to educational institutions and reports that may be required by the Chief U.S. Probation Officer.
5. Facilitate the evaluation of the Student Intern Program and make recommendations to the Chief U.S. Probation Officer as to modifications that may be required.

SUPERVISING U.S. PROBATION OFFICER.

A Supervising U.S. Probation Officer will be designated in each office for each Student Intern and will be the prime coordinator. The coordinator has the knowledge of which officer mentors are available and which have the knowledge and areas of expertise, so that the student is exposed to the widest range of experiences. The Supervising U.S. Probation Officer will also coordinate or oversee coordination of the Student Intern's daily activities to insure that the Student Intern obtains the maximum daily work experience and training opportunities and is utilized in a manner most beneficial to the probation office.

The Supervising U.S. Probation Officer will:

1. Assign the Student Intern to one or more Probation Officer Mentors within the coordinator's work section (i.e., PSR, Supervision, Pretrial Services).
2. Insure that the Student Intern is exposed to a broad range of work experiences commensurate with the Intern's abilities, and insure that adequate training is provided to the Intern to maximize the Intern's knowledge and experiences.

3. Maintain communication with the Probation Officer Mentors regarding the Student Intern's activities and progress.
4. Report any problems with the Student Intern or with the execution of the program to the Deputy Chief U.S. Probation Officer, so that appropriate intervention (reporting to the proper authorities and/or corrective action) may be initiated.

PROBATION OFFICER MENTOR

In order to insure that each Student Intern receives the maximum training, each Intern will be "teamed" with a Probation Officer Mentor. This mentor, who will be selected by a Supervising U.S. Probation Officer of the section to which the Intern is assigned, will work with the Intern on a daily basis, providing instruction and guidance in their area(s) of expertise. It is possible that more than one mentor from each section will be assigned the task of instructing the Intern.

The primary duties of a Probation Officer Mentor will include, but will not be limited to, the following:

1. Overseeing the daily activities of the Student Intern and making sure that the Intern is exposed to all the daily work assignments and training educational opportunities possible. The Probation Officer Mentor will also insure that the intern is assigned tasks which are most beneficial to the probation office, in keeping with the Intern's level of capability.
2. Maintaining frequent communication with the designated Supervising U.S. Probation Officer, in regard to the Intern's training activities and/or performance assessments (i.e., violations of the terms of the Internship agreement, violations of ethics or district policy, etc.). This assessment will be used by the supervisor to complete the Intern's evaluation.
3. Seeking advice or consultation from the designated Supervising U.S. Probation Officer if unsure of how to proceed with a Student Intern's training or about the program requirements.

ELIGIBILITY CRITERIA

1. It will be the policy of the U.S. Probation Office for the Southern District of Illinois to invite college students from local universities and colleges, principally from the fields of corrections and criminal justice, but also from related fields of study who are classified as Juniors or Seniors. The U.S. Probation Office can consider students from two year colleges on a case by case basis. All candidates must be a U.S. Citizen.
2. United States Probation Officers are law enforcement officers (5 U.S.C. § 8401 (17)), and are required to meet certain medical standards, be in good physical shape, and not

have reached their 37th birthday by their appointment. Student interns are required to meet this same criteria.

3. Students should have good class standing and be mature and responsible, as determined by the university liaison person and the probation office's Intern Program Coordinator for the respective divisional office.
4. Students that have arrests or convictions in their background must disclose all information on the application (Appendix 1). Applications may be denied based on failure to disclose all information. All circumstances surrounding the arrest(s) and conviction(s) will be fully investigated and a decision to accept a student will be made on a case by case basis. If a conviction resulted in a term of supervision, this term must have been completed at least one year prior to applying for an internship.
5. Student interns are required to complete a minimum of 16 hours at the internship site per week in order to participate in the internship program.
6. After an initial screening process, the Student Intern "candidate" will be required to participate in an interviewing process that may involve more than one interview.

APPLICATION AND SELECTION PROCESS

Due to the sensitive and confidential nature of the functions and responsibilities of the U.S. Probation Office, it is essential to ensure that all personnel, whether hired in official capacities or given positions as volunteers or interns, are mature, responsible, and of the highest ethical standards. Hence, the application and selection process for student Interns will be comprehensive and thorough. Such a process also helps to ensure: the perpetuation of a quality program for students who are seriously interested in, and committed to, a career in the field of corrections; reduced liability for all parties concerned; and that the highest performance standards and training will be maintained in the service of the U.S. Courts.

After initial contact is made with various institutions by the Deputy Chief U.S. Probation Officer, and a general agreement about various responsibilities is gained, students who have been selected by school officials will be invited to submit an application packet to the Chief U.S. Probation Officer.

The packet will contain:

1. A University faculty representative verification that said student qualifies for internship with the U.S. Probation Office and a recommendation for that student's participation in the program;
2. An Application for Internship (Appendix 1);
3. A brief resume of the student's accomplishments;

4. A copy of the student's undergraduate and graduate (if applicable) transcripts;
5. Three personal references; and
6. Student Internship Information Form (Appendix 2).

These materials should be submitted one quarter or semester prior to the quarter or semester of Internship. Internships generally last for a 16-week period or one complete quarter or semester. All materials should be forwarded to:

Barbra J. Zarrick
Deputy Chief U.S. Probation Officer
650 Missouri Avenue, Room 103
East St. Louis, Illinois 62201

The Deputy Chief U.S. Probation Officer will review all submitted materials and consult with the Chief U. S. Probation Officer. Candidates may be selected for interviewing, testing, background investigations, and final selection.

INTERVIEW PANEL

The prospective Student Interns shall be interviewed by the Deputy Chief U.S. Probation Officer, who may include other staff members on the interview panel. The purpose of the interview is to review the applicant's paperwork, determine their goals for the internship, and to insure that both the student's and agency's needs can be met during the internship.

After the prospective students have been interviewed, a recommendation will be provided to the Chief U.S. Probation Officer for acceptance or denial into the program.

REQUIREMENTS FOR APPOINTMENT

1. Students selected to become Interns must sign an agreement (Appendix 3) to maintain confidentiality of all case information during and subsequent to their participation in the Student Internship Program.
2. Participants must sign an acknowledgment (Appendix 4) of the potential risk associated with the duties and responsibilities of the Internship.
3. All candidates will be required to sign a release of information (Appendix 5) permitting the U.S. Probation Office to conduct a background investigation, which may include, but not be limited to:
 - a. NCIC record checks;

- b. previous employment inquiries;
- c. interview of personal references;
- d. a financial inquiry which may include a credit check; and
- e. if applicable, an inquiry about previous medical, mental health or substance abuse treatment.

At the time of appointment, students will be informed of the specific dates and times in which they will be expected to complete their Internship.

STUDENT RESPONSIBILITIES

In an effort to ensure that a meaningful, enjoyable and quality educational experience is obtained with limited liability and interference with the operations of the probation office and Court, Student Interns will be required to meet certain responsibilities.

These responsibilities are divided into two primary areas: Administrative and Operational (daily duties).

ADMINISTRATIVE RESPONSIBILITIES

1. Students will become familiar with the functional administrative policies of the U.S. Probation Office. "Functional" responsibilities are defined as those responsibilities that are needed to carry out the duties of the student during his or her period of Internship.
2. Students will be required to become familiar with and abide by the general rules of confidentiality and ethical standards as presented by his or her mentor or other staff personnel with whom the student will have contact, and will adhere to the most recent Code of Conduct adopted by the Judicial Conference of the United States.
3. Students will clearly identify themselves as Interns when working or communicating with other professional, social or law enforcement agencies, clients, or with the general public and refrain from addressing policy issues without getting direction from the Probation Officer Mentor.
4. Written communications prepared by Student Interns that are forwarded to such agencies or individuals must be approved by the Probation Officer Mentor or, in his or her absence, by the supervisor.
5. When assigned supervisory or investigative responsibilities, the student will maintain written chronological entries of all contacts and daily logs of all out-of-the office activities, such as home or community agency contracts.

6. When possible and/or directed, students will be expected to participate in staff or unit meetings and will be encouraged to engage in discussions related to the criminal justice system in general or the duties to which they have been assigned.
7. If the Student Intern is experiencing any problems in the Student Internship Program, whether related to duties or issues, or feels the need to question or discuss certain actions by staff, he or she should address these matters with the Probation Officer Mentor, or a supervisor. If any conflicts cannot be resolved, then it may be necessary to involve the Deputy Chief U.S. Probation Officer.
8. It is understood that any papers or articles that the student may write concerning his or her experiences with the U.S. Probation Office, or which identify the agency, must be shared with the designated Supervising U.S. Probation Officer as well as the Deputy Chief U.S. Probation Officer.
9. It is further understood that students will serve their Internship without monetary compensations, except for reimbursement for certain authorized expenses that may be required in the performance of their duties. Such expenses may involve, but may not be limited to:
 - a. gas (mileage);
 - b. parking;
 - c. phone calls; and
 - d. document copying in the field.
10. Students will be expected to complete an agency evaluation for their Internship subsequent to the completion of the program. The evaluation is to be submitted to the Deputy Chief U.S. Probation Officer no later than one week from the last date of contact with the Probation Office. Students who do not submit an evaluation will not be considered to have officially completed the program. This evaluation will help the Probation Office to maintain a quality program and a meaningful educational experience for the student. The evaluation will in no way impact the student's grades or personal evaluations or recommendation.

OPERATIONAL RESPONSIBILITIES (DAILY DUTIES)

1. Students are expected to report for their field placement on the dates and times prescribed or agreed upon. In the event that a student is unable to keep his/her assigned date and time, the Probation Officer Mentor should be contacted as soon as possible. In the absence of an assigned mentor, the assigned supervisor should be notified.

2. Student interns will have the following basic responsibilities:
 - a. Assisting U.S. Probation Officer Mentors, under their direction and guidance, with duties and responsibilities that are generally assigned to U.S. Probation Officers, which may include but are not limited to:
 1. conducting criminal record checks;
 2. verifying vital statistics;
 3. contacting federal, state, and local law enforcement and social service agencies;
 4. sitting in on various interviews or counseling sessions when appropriate;
 5. conducting interviews and counseling sessions under the direction and guidance of a Probation Officer Mentor;
 6. participating in the assessment, evaluation, and classification of offender clients;
 7. providing documentation of all activities; and
 8. conducting collateral investigations and writing reports as approved by the Probation Officer Mentor.
 - b. Conducting themselves in a professional manner at all times.
 - c. Completing all assigned tasks to the best of their ability and seeking advice or assistance whenever necessary to complete an assignment in a professional manner and with quality workmanship, and
 - d. Carrying agency identification with them at all times while performing duties of a Student Intern.

PROHIBITIONS

1. Student Interns will not carry firearms, Capstun devices, or other self-defense devices while in the performance of their duties.
2. Student Interns will not carry badges or any other official law enforcement or government identification, aside from the Student Intern identification that will be provided.
3. Student Interns will not sign any documentation as a representative of the probation office, unless authorized to do so and countersigned by a Probation Officer Mentor or Supervising U.S. Probation Officer.
4. Student Interns will not complete or disseminate any written report of the probation office that is not approved by his/her Probation Officer Mentor or Supervising U.S. Probation Officer.

5. Student Interns will not initiate or suggest that they can or will initiate any legal sanctions or violation proceedings against any offender.
6. Student Interns will not be given sole responsibility for the completion of presentence reports or the sole responsibility of an offender caseload.
7. Student Interns will not report to any assigned duty under the influence of any psychoactive substance and/or alcohol, and will not use any such substance (aside from prescribed medications) during the performance of their duties and responsibilities as an Intern. If taking medications, the student will so inform the Probation Officer Mentor of the type and purpose of such medication.
8. Student Interns will not operate a government car, however, the Intern may be a passenger.

RESPONSIBILITIES OF THE U.S. PROBATION OFFICE

The Deputy Chief U.S. Probation Officer, under the direction of the Chief U.S. Probation Officer, will maintain the overall responsibility of the Student Internship Program. A file on each Intern will be maintained by the Personnel Specialist. All official correspondence with the Intern and the respective educational institution will be included in this file.

Probation Officer Mentors, who work with the Student Interns, will be responsible for training, monitoring, and reporting upon the progress of each Intern to the respective supervisor.

The Deputy Chief U.S. Probation Officer, will assign the Intern to a Supervising U.S. Probation Officer, who will assign a Probation Officer Mentor(s) to each Intern. The Supervising U.S. Probation Officer, or his/her designee (the Probation Officer Mentor), under the direction of the Deputy Chief U.S. Probation Officer, will coordinate activities to ensure that all areas of training are completed within the designated time frames.

All staff members will have the joint responsibility to assist a Student Intern when necessary to ensure proper procedures and office and district policies are followed.

The Student Intern will be assigned duties and tasks that are representative of the overall functions of a U.S. Probation Officer and will be given opportunities to gain knowledge of the Federal Judiciary and the Department of Justice. The Intern is to be given meaningful duties and is not to be used to routinely perform mundane tasks. Staff members who are not assigned as the Supervising U.S. Probation Officer or Probation Officer Mentor to the Intern should not independently ask the Intern to carry out job functions.

As part of its commitment to the community and to the educational institutions participating in the Student Internship Program, the U.S. Probation Office will make every effort to be available for consultations with the departments from which the Student Intern has come.

The U.S. Probation Office makes a commitment to provide the best possible training for the Student Intern and to submit to the faculty liaison or designee a complete evaluation of the student's progress as may be required.

RESPONSIBILITIES OF THE PARTICIPATING EDUCATIONAL INSTITUTION

1. The participating educational institution should make every effort to ensure that selected applicants are committed to pursue a career in the field of corrections or criminal justice and are mature, responsible, and emotionally able to handle the responsibilities and duties of a Student Intern.
2. Liaison faculty members are welcome to visit the students' places of Internship during their participation to obtain a better understanding of their experiences, and to establish a better working relationship with the office in which the Internship is being conducted.
3. The college or university liaison person will submit a Memorandum of Confirmation (Appendix 6) for each Student Intern who is chosen. The memorandum will confirm the educational institution's agreement with the terms of the Student Internship Program, as contained in this manual, and sanction the appointment of the specific student named in the memorandum.
4. It is to be clearly understood by both the educational institution and the Student Intern, that all services that will be rendered to the government, as part of the Internship Program, will be without compensation, other than personal expense reimbursement, as described above. An acknowledgment of Gratuitous Services and Waiver from (Appendix 7) will be signed by both student and school liaison person or designee, and returned to the probation office.

Appendix 1
U.S. PROBATION OFFICE - SOUTHERN DISTRICT OF ILLINOIS

Application for Internship

Date _____

Name (print): _____ Address: _____

Social Security No.: _____ Telephone Number: _____

Email Address: _____

Preferred Location: (circle): East St. Louis Benton

Are you a U.S. citizen? _____ Place of Birth: _____

Date of Birth: _____ Sex: Male _____ Female _____

Education: Indicate by circling number of years

Years of Study	Name & Location of School	Major Field	Degree	Year
High School 1 2 3 4				
College 1 2 3 4				
Graduate Study 1 2 3 4				

Other names used: _____

Military Service: Branch: _____ Dates: _____ Serial No. _____

Highest Rank: _____ Type of Discharge: _____

List names of immediate family: parents, spouse, divorced spouse*, children, siblings:

Relation	Name in Full	Address & Telephone No.	Year of Birth

*Date and place of divorce: _____

Work Experience:

Employer's Name, Address & Telephone No.	Position	From	To	Earnings

Dates and places of residences (previous 10 years):

From	To	Street Address	City	State

Have you ever been discharged from a position? _____ If yes, explain: _____

(NOTE: If additional space is needed, separate sheets should be attached).

Have you ever been arrested or convicted? _____

If yes, list all arrests/convictions: _____

County/State in which the incident(s) occurred: _____

Provide details of incident(s): _____

Final Disposition: _____

If conviction resulted in a term of supervision, date of completion: _____

Has any family member been convicted of a felony? _____ If yes, explain: _____

Give names, relationship, addresses, and telephone number of three personal references. Do not include relatives.

I CERTIFY that the above statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

STUDENT INTERNSHIP INFORMATION FORM

NAME _____

COLLEGE/UNIVERSITY _____

DATES OF PROPOSED INTERNSHIP: BEGINNING _____ ENDING _____

DAYS OF WEEK _____ NUMBER OF HOURS PER DAY _____

NAME OF FACULTY INTERNSHIP ADVISOR _____

TELEPHONE NUMBER OF FACULTY ADVISOR _____

PLEASE PRINT THE ANSWERS TO THE FOLLOWING QUESTIONS BRIEFLY. (PLEASE USE THE BACK OF THIS FORM IF NECESSARY.)

WILL YOU BE WRITING A PAPER OR PREPARING A PROJECT AS PART OF YOUR INTERNSHIP PROGRAM? _____ If YES, WHAT WILL BE THE TOPIC OF SUBJECT MATTER? _____

(PLEASE REMEMBER THAT THE U.S. PROBATION OFFICE REQUIRES THAT YOU SUBMIT A COPY OF ALL PAPERS, AS A RESULT OF YOUR INTERNSHIP TO THE PROBATION OFFICER MENTOR)

WHAT GOAL(S) HAVE YOU SET FOR YOURSELF DURING THIS INTERNSHIP?
(PLEASE BE VERY SPECIFIC)

IS THERE ANYTHING SPECIFIC THAT YOU WOULD LIKE TO DO AS PART OF YOUR INTERNSHIP PROGRAM?

WHAT ARE YOUR CAREER GOALS? WHAT TYPE OF JOBS WOULD YOU LIKE?

SIGNED: _____ DATE: _____

Appendix 3
AGREEMENT TO MAINTAIN CONFIDENTIALITY

I, _____, having been duly appointed as a Student Intern from (college/university) _____, and being fully aware that during my Internship I may have access to confidential information, which may include but is not limited to court files, U.S. Probation Office files, U.S. Attorney's Office files, presentence investigations, supervision files, substance abuse, mental health, medical, educational, employment, and treatment information; and that during my tenure as an Intern, I may come into contact with law enforcement agents or operatives; and that I may come in contact with individuals who may possess or have access to information; do hereby agree to not disclose any such information not only during my Internship, but subsequent to my termination from the Internship Program.

It is further understood that failure to maintain confidentiality of such information may be a violation of federal law and subject to prosecution.

Signed: _____

Witness: _____

Name of Student Intern

Name/Title

Date: _____

Date: _____

Appendix 4
WAIVER OF LIABILITY

I, _____, hereby release the United States Probation Office of the Southern District of Illinois, and/or its authorized representatives or employees, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates, while participating in, or that may occur as a result of, participating in the Student Internship Program.

Signed: _____

Witness: _____

Student Intern

Name/Title

Date: _____

Date: _____

Appendix 5
**APPLICANT CONSENT AND AUTHORIZATION
FOR ACCESS TO FINANCIAL RECORDS;
CRIMINAL HISTORY SEARCH**

I, _____, hereby authorize the U.S. Probation
Name of Applicant
Office to investigate my financial records through Trans Union and criminal records through
NCIC and county databases for the purpose of conducting a financial and criminal history
background check.

I understand that this authorization may be revoked by me in writing at any time before my
records, as described above, are disclosed and that this authorization is valid for no more than three
(3) months from the date of my signature.

Date: _____

Signature of Applicant

Address of Applicant

City, State, Zip Code

Appendix 6
MEMORANDUM OF CONFIRMATION

I, _____, being the designated liaison representative of the
Name
Student Internship Program from the College/University of _____,
for (name of student) _____, do confirm his/her
appointment as a Student Intern with the U.S. Probation Office for the Southern District of Illinois,
and understand the requirements and responsibilities that all participants in this program have, as
contained in the Student Internship Manual, and agree to said terms and conditions.

Signed: _____

Signed: _____

Name and Title

Witness/Name and Title

Date: _____

Date: _____

Appendix 7

ACKNOWLEDGMENT OF GRATUITOUS SERVICES AND WAIVER

I, _____, do hereby declare that my services, to be performed from approximately: _____ to _____ in the capacity of a Student Intern, with the United States Probation Office for the Southern District of Illinois, are to be rendered solely as a volunteer. I hereby waive any claim or right to receive salary or other compensation (aside from personal expenses that may be reimbursable), in consideration for the performance of duties assigned by an authorized representative of the United States Probation Office for the Southern District of Illinois. I acknowledge that I am not entitled to receive Civil Service Retirement credit or any other related personnel benefits as a consequence of this voluntary position, except that in the event of any personal injury incurred by me, I shall have those rights of compensation, if any, which may be provided by statute to persons rendering voluntary services to the United States. I further retain no personal copyright privileges in any work product prepared by me in the course of this voluntary position. Finally, I recognize that information which I obtain or to which I shall have access in the course of my tenure as a volunteer is often of a confidential nature, and I affirm and declare my pledge to preserve the confidentiality of such information.

Signed: _____

Witness: _____

Student Intern

Name/Title

Date: _____

Date: _____