

U.S. Probation & Pretrial Services

Western District of Michigan

Internship Opportunities



Qualifications:

- Intern candidates must be enrolled in an accredited college or university (preferably in senior year of undergraduate program or graduate/law student; will accept junior undergraduate students with a strong academic record (2.8 or above) and advisor referral). It is preferred that the intern's academic field of study closely relates to the internship position for which they are applying.
- Intern candidates must be in good academic standing and have a cumulative GPA of 2.8 or higher.
- Intern candidates may not have any prior failed intern placements (unless the fault of the agency).
- Intern candidates must be willing to undergo and pass a background check as outlined in the *Recruitment and Selection Process* section of the Student Internship Program Policy.
- Intern candidates must be willing and able to complete a minimum of one semester up to one-year commitment. One-year internships are preferred.
- Intern candidates must generally have the ability to work at least 20 – 32 hours per week, not to exceed 32 hours per week (128 hours per month).

Recruitment and Selection Process:

Our office only considers internship applications during active recruitment periods. When internship positions are available, the Probation Office Internship Coordinator or designee, will advise local colleges and universities and coordinate with the office's Personnel Specialist regarding the advertisement of such positions. Internship announcements will also be posted on our office's external internet site (www.miwp.uscourts.gov/employment).

Internship vacancy announcements will contain specific instructions for how to apply. Candidates should be prepared to provide a letter of interest, a copy of their school's intern program requirements, a copy of college transcripts, three personal references from non-related individuals, and the required application forms/documents. Internships may be paid or unpaid, depending on the district's salary flexibility.

Following a review of submitted application materials, the Internship Coordinator, or designee, will contact the prospective intern candidates who are best qualified for a personal interview. Selection of interns will be made based on the evaluation of all requested documentation, writing skills, and interview results.

As part of the interview process, intern candidates will be required to sign authorization forms permitting the Internship Coordinator, or designee, to perform a background investigation on final candidates. The background investigation will include, but not be limited to: a criminal history/driving records check (ATLAS); previous employment inquiries and reference checks; a credit check; and an FBI fingerprint check. All background investigations must be reviewed and approved by the Chief U.S. Probation Officer. An internship will be denied if the background investigation reveals factors that compromise security or pose potential conflicts of interest or areas of concern in the intern's background.

If selected as an intern, the candidate will meet with the Internship Coordinator and/or Personnel Specialist to complete all required paperwork.

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Internship Opportunities *(continued)*

Intern Responsibilities

In an effort to ensure that a meaningful, enjoyable and quality educational experience is obtained with limited liability and interference to the operations of the Probation Office and Court, interns will be required to abide by the following responsibilities:

- Interns will act in an ethical and professional manner at all times and will adhere to the U.S. Probation and Pretrial Services Charter for Excellence, the Code of Conduct for Judicial Employees, and the Western District of Michigan's Mission and Vision Statement. An intern must immediately inform the Chief Probation Officer if he or she is arrested or otherwise cited for any criminal or misdemeanor violation of law.
- Interns will comply with all local and national policies of the probation office throughout the duration of their internship.
- Interns will be required to become familiar with and abide by the general rules of confidentiality and maintain confidentiality of all information.
- Interns shall report to work on the days assigned. Work hours will be established in accordance with office needs and individual school requirements, if applicable. In the event the student intern is late or cannot report to work, the intern shall notify the assigned intern mentor as soon as possible.
- Interns will identify themselves as an intern when working or communicating with clients, the general public, and/or any professional, social or law enforcement agencies and will refrain from addressing policy issues.
- Interns experiencing any problems while in the internship program should address the issues with the Internship Coordinator or assigned mentor.
- Interns may be assigned tasks that are detailed on the respective Intern Position Description and Internship Approved Duty List (Appendix A of Student Internship Program Policy), or as otherwise instructed. Interns are prohibited from performing the essential functions of a U.S. Probation Officer.
- Interns will have all written work reviewed by a supervisor or designee.
- Interns are encouraged to engage all staff in the discussion of topics related to the criminal justice system or the duties they have been assigned.
- Interns will keep a record of completed tasks and submit to the assigned mentor as directed.
- All papers completed by an intern for his or her college/university that identify the U.S. Probation Office must first be shared with the Internship Coordinator one week prior to submitting the paper to the university, or the end of the internship, whichever occurs first.
- Interns will provide a two-week notice of termination of the internship and will complete an exit interview.
- Interns will return all government property, including identification and access cards, prior to the conclusion of the internship.

Please visit our website at www.miwp.uscourts.gov/employment for current internship availability.