

***U.S. Probation and Pretrial Services
Western District of Michigan***



***Internship
Program***

Who:

The U.S. Probation Office is Seeking:

- Highly motivated students having senior status in their Bachelor's curriculum or enrollment in a Master's level program. Degree program must be from an accredited college or university with a concentration of study in criminal justice, criminology, psychology, sociology, human relations, business administration, public administration or related fields
- Students with a cumulative GPA of 3.0 or above on a 4.0 scale
- Students in "good standing" academically and otherwise with the college or university of enrollment
- Students willing to make a minimum commitment of 15 weeks for a "specialized" internship placement, or a minimum commitment of 6 months for an "all inclusive" placement
- Students who have strong writing and communication skills

What:

Option 1

- Complete a 15-week (1 semester) internship, specializing in Presentence Investigation, Pretrial Services, or Caseload Supervision.

Option 2

- Complete a 6-month internship encompassing all areas of Federal Probation. Students participating through this option will be expected to complete a minimum of 2 months in each probation office unit: Presentence Investigation, Pretrial Services, and Caseload Supervision.

Option 3

- Complete a special project within the U.S. Probation Office, which is approved in advance by the internship coordinator and placement university. Project proposals must be submitted and approved at least 1 month in advance of internship date.

Note: The Internship Coordinator and/or Management will determine availability and suitability of internship placement

Why:

- Gain practical knowledge and experience in the Federal Judicial system
- Work closely with U.S. Probation Officers, who specialize in pretrial monitoring, presentence investigation, and post conviction supervision
- Receive credit hours toward educational degree program (according to curriculum requirements)
- Gain valuable experience with various Windows based software programs and word processing applications
- Network with a variety of local, state, and federal law enforcement agencies
- Interact with numerous human service and community resource agencies
- Become more marketable for future job prospects in the field of criminal justice
- Earn certificate of achievement after completing internship program

How to Apply:

- Mail resume, official grade transcript, and cover letter to: U.S. Probation Office
c/o Terrence A. Smith, DCUSPPO
101 Federal Building
110 Michigan Avenue, NW
Grand Rapids, MI 49503
- If interested in an internship within the Northern Division, office located in Marquette, MI:
Mail resume, official grade transcript, and cover letter to: Officer Bonnie F. Starr
U.S. Probation Office
P.O. Box 906
Marquette, MI 49855
- Application materials will be reviewed by the internship coordinator, who will preliminarily determine the applicants eligibility and check the availability of internship placements.
- If the applicant appears eligible, and the U.S. Probation office has an internship placement available, the applicant will be contacted to schedule an interview.
- Following a review of all applications, a personal interview, and a background investigation, the applicant will be contacted by the internship coordinator and advised whether or not they have been selected for placement. This process should take approximately 2 weeks from when the

application materials are received.

Note: The U.S. Probation and Pretrial Services Office is an equal opportunity employer. Student interns are placed on a voluntary basis only, without compensation. Internship placement is contingent upon the student meeting all program prerequisites and passing a background investigation.