

INTERNSHIP JOB DESCRIPTIONS

PLACEMENT

COURT DIVISION

Caseworker	Family Division, Juvenile Services
Juvenile Clerical	Family Division, Juvenile Services
Youth Specialist	Detention Center Services
Treatment Services	Juvenile Treatment Services
Friend of the Court Investigator	Family Division, Domestic Services
Felony Collections/Legal	Trial Division



20th Judicial
Circuit Court
&
Ottawa County
Probate Court

Completed Internship Application Form should be mailed to:

Internship Committee
20th Judicial Circuit/Ottawa County Probate Court
414 Washington Street, Suite 300
Grand Haven, MI 49417

Attn: Kelly Aylsworth - Undergrad – or –
Beth Burguard - MSW

E-mail: kaylsworth@miottawa.org

Phone: 616-846-8320

COLLEGE
INTERNSHIPS

For additional information about the 20th Judicial Circuit Court and
Ottawa County Probate Court, please visit our website at:
www.miottawa.org

*Whether your college major is a criminal justice or
corrections-related field, law, psychology, social work,
education, liberal arts or business, the Courts may
have an internship opportunity for you*

INTRODUCTION

The purpose of a quality internship is to provide a practical learning experience within the justice system, which benefits both the student, school and our court. Additionally, it allows the intern to complete the internship requirements for his/her college degree.

COURTS' MISSION STATEMENT

Our Mission is to administer justice, provide restorative services and apply the law with equality, integrity and timeliness through trained, courteous staff in a manner that inspires public trust.

In addition to our mission, the 20th Judicial Circuit and Ottawa County Probate Courts also feel a responsibility to contribute to the development and training of future professionals for the criminal justice system and other related social service fields through our Internship Program.

ELIGIBILITY CRITERIA

- You are required to commit to three semesters at 15-20 hours a week. This will be an unpaid position.
- The ability to pass a criminal background check prior to being accepted to the Internship.
- Provide for your own transportation.
- The student must be a junior or senior in a recognized Bachelor degree or in a graduate program and commit to a one-year internship—May through April.
- Assignments will be based on academic background, interest of the student and staffing needs of the Court.

BENEFIT TO STUDENT INTERNS

Our responsibility is to provide an environment in which a student intern will, after orientation and training, be able to:

- Understand and apply academic theory in a realistic setting.
- Understand the function and structure of a criminal justice system component and its relationship to other parts of the system.
- Understand the interaction with supervisory staff, court customers and community resources.
- Reference letter for future employment upon successful completion.

BENEFIT TO COURTS

The 20th Judicial Circuit and Ottawa County Probate Court will benefit from a quality internship program by:

- Having motivated and capable students assist with the delivery of casework and other court-related services.
- Having assistance on special projects beneficial to the 20th Judicial Circuit and Ottawa County Probate Court.
- Sharing of educational knowledge and enhancing the 20th Judicial Circuit and Ottawa County Probate Court knowledge base.
- Having continual interaction with new people and ideas.

INTERNSHIP SUPERVISION

Supervision in the Internship Program will be provided by experienced, professional staff committed to their work and to the development and education of future professionals.



20th Judicial Circuit Court and
Ottawa County Probate Court
Internship Application



Name: _____ Date: _____

Address: _____

Phone – Day: () _____ Evening: () _____

E-mail Address: _____

Expected Graduation Date: _____ College or University Name: _____

Hours Available (check all that apply): _____ Mornings
_____ Afternoons

Briefly describe your skills and experience:

What are your career and academic goals?

What are your goals and expectations for an internship?

What special qualities do you feel you will bring to this internship?

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