

FULTON COUNTY JUVENILE COURT

Internship/Externship Student Program Guide

Programming and Grants
Family Preservation

FULTON COUNTY JUVENILE COURT

Fulton County Juvenile Court Internship/Externship Student Program Guide

INTRODUCTION

An internship is a carefully monitored meaningful learning experience in which an individual has intentional professional goals and reflects actively on what he or she is accomplishing throughout the experience.

A typical internship:

- ✓ Includes developing intentional learning objective goals that are structured into the experience and supervised by a professional with relevant and related background in the field.
- ✓ Promotes academic, career and/or personal development.
- ✓ Includes learning objectives, observation, reflection, and evaluation.
- ✓ Balances the intern's learning goals with the organization's needs.
- ✓ Typically lasts three months or a semester. May be part-time or full-time.
- ✓ Involves industry related and soft skill development.
- ✓ May be carefully monitored and evaluated for academic credit.
- ✓ Provides adequate supervision in a reasonably safe environment with the necessary tools to perform the learning goals agreed upon for the duration of the internship.

Fulton County Juvenile Court (FCJC) hosts internships and externships for rising undergraduate juniors and seniors and graduate students from accredited universities/colleges. Students seeking an internship should be in good standing with their university/college and have a suggested minimum GPA of 3.0 (or the equivalent on a differing grading scale). Students seeking a field placement for academic course credit must meet the university/college's minimum requirements to participate in an externship placement.

DEFINITIONS

Students-Interns and externs enrolled in a 4 year university or college

Internship- May or may not be a component of a student's formal academic coursework. Is not paid and usually occurs during the summer.

Externship-Generally occurs during the school year and is a component of a student's formal academic coursework and is unpaid.

Family Preservation-Unit responsible for reviewing prospective interns' applications and serves as the Internship/Externship Program Coordinator.

Intern Supervisor-FCJC staff responsible for the supervision of interns within their department. The supervisor will help the intern keep their projects on time and within their targeted goals and objectives.

Mentor- May be a department head, project leader, long-time employee or acting supervisor who is knowledgeable of the project where the intern will work and can provide some orientation and wisdom to the student.

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REQUIREMENTS

- A demonstrated interest in juvenile justice, the criminal justice system, child welfare, social work, and social justice
- Strong writing and research skills
- Rising junior or senior in undergraduate studies
- Graduate student

Students should submit the following:

- Internship Application
- Background Check
- Transcript
- Statement of Interest and include 2 preferred departments
- University/College Field Placement Requirements
- Reference letter from a Professor

At Fulton County Juvenile Court (FCJC), internships/externships are UNPAID. However, a student is not excluded from identifying funding to support their internship. Externships are often initiated by students independently seeking field placements for credit. Because of the additional academic component, before agreeing to serve as a host-placement for an extern, it is important to ensure that FCJC is willing and able to meet the field placement commitments required by each externship-candidate's individual school.

ORIENTATION

Orientation is an important component of training and acclimating students to the Juvenile Court. Orientation affords students the opportunity to understand the Juvenile Court and the work in a way that they cannot otherwise.

Orientation to Juvenile Court should begin before the student's program begins. After the student is notified of his/her selection and the student accepts, The Family Preservation Unit will reach out to the student to welcome them, introduce them to the supervisor, and department assignment, set expectations and schedule them for orientation.

Internship Orientation consists of a 5-day program with Day 1 presented by HR covering FCJC operations, systems, technical components, onboarding and introduction to executive leadership. Day 2-5 is presented by the identified Director and includes program overview presentations.

DOCUMENTS/MATERIALS - Internship Overview PPT, Intern Orientation Packets Include:

- FCJC Directory
- Project overview
- Department expectations
- Check- In Schedule
- Sample Performance Evaluations

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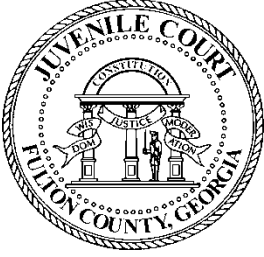
Orientation schedule provides the intern/extern an opportunity to be introduced to each Department within the Court.

Super	Day 1	Day 2	Day 3	Day 4	Day 5
Department	Programming and Grants/Court Administration	Clerk of Court	Probation	Behavioral Health	Court and Family Services
Action or task	Orientation	Orientation	Orientation	Orientation	Orientation
Length of Time	3 hours	1 hour	1 hour	1 hour	1 hour
Goal	Learn, comprehend and understand the role of Fulton County Juvenile Court and internship expectations.	Learn, comprehend and understand the role of Fulton County Juvenile Clerk of Court	Learn, comprehend and understand the role of Fulton County Juvenile Probation	Learn, comprehend and understand the role of Fulton County Juvenile Court Behavioral Health Unit	Learn, comprehend and understand the role of Fulton County Juvenile Court and Family Services

Interns will report to their respective departments each day, following the scheduled orientation.

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STUDENT INTERNSHIP PROGRAM APPLICATION



Fulton County Juvenile Court
 395 Pryor Street SW
 Atlanta, Georgia 30312
 Office: 404-612-4402



The mission of the Fulton County Juvenile Court is: first, to protect children and the community in matters brought before the court, to rehabilitate children, and to restore families; and second, to create opportunities for the community, partners, and stakeholders to actively engage in this mission.

Please complete all sections below:

Date	
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STUDENT INFORMATION		
Name:		
Home Address:		
School Address:		
Home Telephone Number:		
Mobile Telephone Number:		
Email Address:		
Current Educational Institution:		
College Major:		
Expected Date of Graduation:		
Grade Point Average:	Major:	Cumulative:

PLEASE INDICATE STANDING AT TIME OF PROJECTED PLACEMENT (MARK ONE)				
Undergraduate:	<input type="checkbox"/> Freshmen	<input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior
Graduate:	<input type="checkbox"/> 1st year	<input type="checkbox"/> 2 nd year	<input type="checkbox"/> 3 rd year	

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PLEASE LIST AND DESCRIBE YOUR CURRENT EMPLOYMENT AND ANY PREVIOUS VOCATIONAL EXPERIENCES	
Dates:	
Company:	
Job Title:	
Responsibilities:	
Dates:	
Company:	
Job Title:	
Responsibilities:	
Dates:	
Company:	
Job Title:	
Responsibilities:	

How did you hear about the Fulton County Juvenile Court Student Internship Program?	
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Why do you wish to intern with the Fulton County Juvenile Court?	
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Please list any relevant skills that will help determine placement (Example computer/software knowledge, certifications, etc.)

PLEASE INDICATE WHICH AREAS OF SERVICE YOU ARE INTERESTED IN		
<input type="checkbox"/> Probation	<input type="checkbox"/> Legal/Judicial	<input type="checkbox"/> Clerk of Court
<input type="checkbox"/> Programming and Grants	<input type="checkbox"/> Behavioral Health	<input type="checkbox"/> Court and Family Services

EDUCATIONAL INSTITUTION INFORMATION	
Institution Name	
Department	
Mailing Address	
Telephone Number	
Internship Supervisor	
Telephone Number	
Email Address	

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PLACEMENT INFORMATION	
Indicate the desired starting date of internship	
Indicate the desired completion date	
What are the hourly requirements of your educational institution	
Describe any placement site requirements of an internship program as mandated by your educational institution (Example evaluations, supervision certifications/licensures, etc.)	
Is this a fulltime placement request	
If not, specify the days and hours desired	

Days of the Week/Time					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Will you be taking any courses or maintaining employment during this placement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Describe what you hope to learn and experiences you desire during an internship program:

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CRIMINAL BACKGROUND INFORMATION <small>All questions in this section must be answered</small>		
1. Have you ever been convicted of a criminal offense?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Have you ever been convicted of a crime involving child neglect, abuse, or endangerment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Have you ever been convicted of a crime involving the use or sale of illegal drugs?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Do you presently hold a valid Georgia Driver's license?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Has your driver's license ever been suspended or revoked?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. Do you have any pending offenses?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7. Are any family or friends of family involved with the Court?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If you answered "Yes" to any of the above questions, please provide additional details.

I understand that this is an application for and not a commitment or promise of internship opportunity. I certify that the answers given in this application are true and complete to the best of my knowledge. I certify that I have and will answer all questions throughout the selection process to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application to intern with the Fulton County Juvenile Court. I understand that information contained on my application will be verified and that any misrepresentations or omissions may be cause for my immediate rejection as an applicant for internship placement with the Fulton County Juvenile Court or my dismissal from the Student Internship Program.

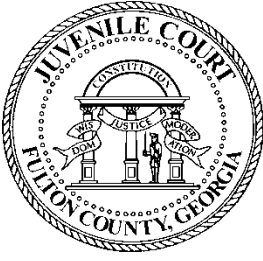
SIGNATURE

DATE

It is expected all applicants will adhere to the following application deadlines. Submittals received after posted deadlines may be delayed or denied.

FALL: June 15th
 SPRING: October 15th
 SUMMER: March 15th

Email completed application to KEVIN.BLOCK@FULTONCOUNTYGA.GOV



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STUDENT INTERN RELEASE OF INFORMATION & CONFIDENTIALITY AGREEMENT



Fulton County Juvenile Court
395 Pryor Street SW Atlanta,
Georgia 30312
Office: 404-612-4402

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I hereby authorize Fulton County Juvenile Court and any law enforcement agency to receive criminal history record information and state central registry information pertaining to me which may be in files of any federal, state, or local criminal justice agency and to investigate my background to determine my fitness as a potential volunteer/intern. This information may be requested and received on a continual basis during the period of time that I am an active volunteer/intern for the Fulton County Juvenile Court.

As an intern of Fulton County Juvenile Court, I understand that I must maintain the privacy and confidentiality of any and all case or client information. I recognize the value and sensitivity of confidential information and understand that it is protected by law. I agree to keep all such information confidential for an indefinite period of time, even after I am no longer interning with Fulton County Juvenile Court. I agree to follow the above rules of confidentiality. I understand that failure to do so will result in immediate dismissal as an intern.

**The following information must be legible and complete.

Full Name: _____
LAST FIRST MIDDLE

Home Address: _____

_____ CITY STATE ZIP

MALE FEMALE

SEX

DATE OF BIRTH (MM/DD/YY)

SOCIAL SECURITY NO.

Please check one:

American Indian / Alaska Native
 Hispanic / Latino

Asian
 Native Hawaiian / Pacific Islander

Black / African American
 White / Caucasian

Signature

Date