

INTERNSHIP JOB DESCRIPTIONS

PLACEMENT

Caseworker

Juvenile Clerical

Youth Specialist

Lighthouse Program

Treatment Services

Restorative Community Service

Friend of the Court Investigator

Legal Self-Help Center

Felony Collections/Legal

Clerical/Legal

COURT DIVISION

Family Division, Juvenile Court

Family Division, Juvenile Court

Juvenile Detention Center

Juvenile Detention Center

Juvenile Court, Treatment Services

Juvenile Court, Treatment Services

Family Division, Domestic Services

Friend of the Court

Trial Division

Probate Court

Completed Internship Application Form should be mailed to:

Internship Committee
20th Judicial Circuit/Ottawa County Probate Court
414 Washington Street, Suite 225
Grand Haven, MI 49417

Attn: Madelyn Bell - Undergrad – or –
Cindy Spielmaker & Michelle Anguiano - MSW

E-mail: mbell@miottawa.org
Phone: 616-846-8330

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

www.miottawa.org



20th Judicial Circuit Court & Ottawa County Probate Court



COLLEGE INTERNSHIPS

*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 and restore wholeness 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 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.
- Short term internship opportunities may be available, please inquire with the Internship Program Coordinator.

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 the Circuit and Probate Courts and their relationship to other parts of the criminal 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.