



UNITED STATES DISTRICT COURT  
DISTRICT OF NEW JERSEY PROBATION OFFICE  
STUDENT INTERNSHIP PROGRAM

The United States Probation Office, District of New Jersey, offers internship positions at each of our Courthouse locations: 50 Walnut Street, Newark, NJ 07101; 402 East State Street, Trenton, NJ 08608; and 401 Market Street, Camden NJ 08101. The student internship program was established to provide students with work and educational experience in the federal legal system, while assisting our agency on matters which take place during the sentencing and supervision of individuals. This internship program will enable students to learn about the sentencing and supervision processes first-hand by attending hearings, researching criminal and personal histories, and identifying programs and services that will assist individuals post-sentencing. Students may also assist with special projects under development within the presentence investigation and/or supervision divisions.

**PROGRAM CRITERIA**

This program is voluntary and based on the needs of this office. If approved by the participating college or university, students may receive scholastic credits. The program requires students to work under the close supervision of a Supervisory or Senior U.S. Probation Officer in the supervision and/or presentence investigation divisions, as determined by the needs of the office. This program requires a ten-week commitment, with an availability of at least 16 hours per week. Interested students must be at least 18 years of age, United States citizens or permanent residents, registered with the Selective Service (if required), possess a valid driver's license, and be currently enrolled in an undergraduate or graduate program at an accredited four-year college or university, graduate program, or have recently graduated. Students must have and maintain a grade point average of 3.2 or higher. Applicants must have a superior writing ability, with a desire to work in the law enforcement, legal or criminal justice field. A written recommendation by a professor/academic advisor/or other qualified individual at the educational institution is required.

**FIELD INSTRUCTOR'S RESPONSIBILITIES**

The field instructor is defined as the U.S. Probation Officer, supervisor or manager who will assess the student intern's progress. The field instructor will provide close supervision of the student's activities and evaluate the student at the end of the internship. The field instructor will develop a project with specific tasks, responsibilities and goals. Those tasks and responsibilities should meet the needs of the college. Additionally, the field instructor will maintain a work log of the student's performance and have regular contact with the college to ensure that the expectations of the student and the college are being met.

**APPLICATION PROCEDURE**

To apply, students must submit a resume and cover letter via email expressing the reasons they are interested in participating in the DNJ-U.S. Probation Office Student Internship Program and their qualification for the program no later than **November 23, 2022**. Prior to the interview, applicants must provide a reference letter from an instructor or professor and submit transcripts or documentation of current grade status for classes in which enrolled. The subject line should include the applicant's last name and office location of interest (ex: Subject: Smith, Newark Office). Incomplete applications will not be considered.

Address all correspondence to: [NJP\\_InternProgram@njp.uscourts.gov](mailto:NJP_InternProgram@njp.uscourts.gov)

Failure to sign and return all required forms and information within 5 business days of an offer of internship will be considered a declining of the position. If selected for a position, the student must undergo credit, criminal history, employment and personal reference checks. The student will also be required to sign an "Acknowledgement of Gratuitous Services and Waiver for Uncompensated Employee." Student interns must comply with all related local and national policies, follow The Code of Conduct manual, and attend orientation training on the Code of Conduct, sexual harassment, dress code, and computer awareness. Student interns are required to be fully vaccinated and boosted for COVID-19.

(Student Intern Policy, Updated March 24, 2022)