



Volunteer and Intern Services Program

Department of Community Justice
501 SE Hawthorne Blvd., Suite 250
Portland, OR 97214
Phone: 503.988.5634
Fax: 503.988.4132
www.multco.us/dcj/dcj-volunteers

Internship Program
Application and Placement Process
2020-21

Undergraduate Internships require a minimum commitment of 8 hrs / week for 6 months
Graduate Internships require a minimum commitment of 10 hrs / week for 9 months

1. Submit an Application Packet

a. *A complete packet includes the following:*

- Resume / CV
- Application and Supplemental Questions (completed on-line)
- References

Internship Start	Application deadline
Summer 2020	March 31 st , 2020
Fall 2020	June 26 th , 2020
Winter 2020	September 25 th , 2020
Spring 2021	January 8 th , 2021

Forms should be emailed to: Stephanie Bolson, Volunteer and Intern Coordinator at stephanie.bolson@multco.us

2. Attend a Panel Interview

- a. Applicants who pass initial screening will have the opportunity to learn more about DCJ and interview with staff offering internship placements.
 - i. Please come prepared with the following
 - Resume or CV
 - Questions about internship duties, expectations and supervision.
 - Be prepared to answer questions about your qualifications, desired outcomes and requirements for your internship.

Interview Dates

Summer Placement	April – May 2020
Fall Placement	July - August 2020
Winter Placement	October – November 2020
Spring Placement	February - March 2021

3. Provisional Acceptance & Background Investigation

- a. If you are selected for a placement, you will receive provisional acceptance and a Statement of Personal History (background form) to complete following the interview.
- b. A background investigation will be completed and results provided approximately 4 – 6 weeks following provisional acceptance.



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4. Internship Acceptance

- a. Following the successful completion of a background investigation, you will be fully accepted in to the program. You will receive an Acceptance Packet containing important instructions for next steps and an invitation to the Intern Orientation.
 - i. **ID/Fingerprinting:** Your acceptance packet will contain information on how to make an appointment to complete fingerprinting and have an ID badge made. This must be completed prior to orientation.

5. On-Site Interview

- a. You will be responsible for contacting your Internship Supervisor and scheduling an on-site interview where you will tour the placement site, meet team members and complete additional paperwork

6. Orientation

- a. This mandatory Orientation will provide you with basic information on making the most of your internship with the Department of Community Justice. (Dates are tentative)

Orientation Dates

Placement	Orientation
Summer Placement	June 26 th , 2020
Fall Placement	September 25 th , 2020
Winter Placement	January 8 th , 2021
Spring Placement	April 2 nd , 2021

7. Training, Evaluation & Time Keeping

- a. As a part of your learning experience, you will be asked to participate in on-going training and may have the opportunity to attend trainings relevant to your degree or placement.
- b. You will also be asked to participate in evaluations of your experience and your progress towards your identified learning objectives. These evaluations are completed at 3, 6 and 9 months.
- c. A requirement of your internship is tracking the time you spend at your internship site, or performing duties related to your internship. You will be provided instructions on how to enter your time each month using the on-line Volunteer Information Center.

8. Internship Start and End Dates

- *Undergraduate Internships require a minimum commitment of 8 hrs / week for 6 months*
- *Graduate Internships require a minimum commitment of 10 hrs / week for 9 months*

Placement	Start Date	End Date - Undergrad / Associates	End Date - Masters
Summer Placement	June 29 th , 2020	December 4 th , 2020	March 5 th , 2021
Fall Placement	September 28 th , 2020	March 26 th , 2021	June 25 th , 2021
Winter Placement	January 11 th , 2021	June 4 th , 2021	September 3 rd , 2021
Spring Placement	April 5 th , 2021	September 3 rd , 2021	December 3 rd , 2021