

Expectations For Student Intern

1. To establish a weekly internship schedule in cooperation with the agency.
2. To be responsible to the agency for the scheduled hours. If for any reason a student cannot get to the agency, the designated person at the agency must be notified as soon as possible.
3. To complete all required assignments and to work within the guidelines set forth by the agency and field instructor.
4. To be open to learning about the field agency, its policies and procedures and best practices approaches.
5. To participate in the following:
 - Assist the staff as needed in managing the office work
 - Participate in client office interviews and discussions under direction of a probation officer
 - Observe Court hearings
 - Tour resources/agencies in the community
 - Search for and enter data in computer database
 - Monitor cases
 - Make referrals for Court ordered and/or recommended services such as drug and alcohol assessments and rehabilitation, therapy, etc.
 - Draft and file court orders
 - Assist with case planning
 - Attend staff meeting
 - Respond to inmate inquiries
 - Respond to phone inquiries
 - Communicate and cooperate with other agencies

Expectations of the Field Instructor/Supervisor

1. To provide the student with weekly supervisory meetings.
2. To provide guided professional work experience that involves working with clients.
3. To provide opportunities for the student to learn about the complete services of the agency through reading, observations, and participation in agency activities.
4. To provide evaluations of the student's performance.

Field Instruction Objectives

The following are the target knowledge, values, and skill areas that the students should acquire through successful participation in Field Instruction.

Knowledge/Skills/Abilities

Knowledge of characteristics of individual and group behavior, particularly that of individuals involved with criminal activities and/or anti-social behavior.

Knowledge of methods and techniques used in counseling adult offenders.

Basic knowledge of the principles and policies of the criminal justice system, including statutes, rules, and regulations.

Ability to learn the specific operations, practices, and procedures of probation and parole supervision, as it applies to treatment, counseling, and rehabilitation.

Ability to communicate effectively with offenders, their associates, members of the Judiciary, co-workers, representatives of other agencies, and the public.

Ability to identify and locate available community resources dealing with issues affecting offenders.

Ability to plan, document, and carry out all steps necessary to implement treatment intervention strategies.

Ability to maintain accurate and complete caseload records for use by others.

Ability to plan, organize, and manage time with efficiency and effectiveness.

Proficiency in the use of, or willingness to learn, computers and software applications, as required by job duties.

Values

Adult Probation and Parole Services believes in:

Regarding our staff as our most valuable resource.

Treating all people with dignity and respect.

Holding ourselves to the highest level of professional and ethical standards.

Fostering relationships with community resources to aid individuals and their families in meeting their basic and criminogenic needs.

Preserving the rights of victims and the need for restoration by holding individuals under our charge accountable to the order of the court.

Evaluating and adjusting program services to best reflect our values and achieve our mission.