

## Justice and Policy Studies Department & Internships

<b>Site:</b> Intensive Supervision Program		
<b>Contact Person:</b> Alice Harper	<b>Title:</b> Administrative Supervisor III	
<b>Site Address:</b> 171 Jersey Street Buildings 6 & 7, 2nd Floor P.O. Box 974 Trenton, NJ 08625		
<b>Phone:</b> 1-604-984-2540	<b>Email:</b> <b>Web Site Address:</b>	
<b>Intern Duties:</b> Administrative: Go to court, do data processing and entry, help with filing.  Field: Accompany an officer, attend some weekly peer meetings  Overall: Be responsible and be where you say you will be when you say that you will be there.		
<b>Are there different areas/departments where the intern could work?</b> <b>YES</b> <b>NO</b> <b>Please list below:</b> Field and Administrative		
<b>Time Requirements (minimum and maximum hours per week the intern could work)</b> 35-40 absolute max for unpaid interns but is based on the individual. 944 hours per fiscal year for paid interns.		
<b>Have you had interns from Guilford?</b> <b>YES</b> <b>NO</b> <b>Other colleges before this intern?</b> <b>YES</b> <b>NO</b> <b>If yes, do you have written guidelines for them?</b> <b>YES</b> <b>NO</b> <b>If yes, Please attach.</b>		
<b>How many interns can you take per semester?</b> 3 or 4		
<b>Please briefly describe dress code, if you have one:</b> Casual, suits only needed for attending court		
<b>Do you have any paid internships that may come available?</b> <b>YES</b> <b>NO</b> <b>If yes, please describe or attach job description</b> Similar to unpaid.		
<b>Is there a possibility of later employment with your agency for this or other interns?</b> <b>YES</b> <b>NO</b> Several people on payroll were interns.		
<b>Are there any other comments you would like to make?</b> Take interns <u>very</u> seriously.		

Please return to Will Pizio via the above address, [wpizio@guilford.edu](mailto:wpizio@guilford.edu), or fax to 336-316-2939  
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