



**CABRINI**  
**UNIVERSITY**

**Internship Manual**  
**Sociology and Criminology Department**  
**Updated August 2020**

## Table of Contents

I. Introduction and Objectives	
a. Introduction .....	1
b. Overview and Objectives .....	1
II. Requirements and Procedures	
a. Requirements/Choosing and Securing an Internship Site.....	2
b. Student Responsibilities .....	3
c. Agency Responsibilities .....	3
d. Internship Coordinator Responsibilities.....	4
e. Journal Question Prompts .....	5
III. Forms	
a. Checklist of Responsibilities .....	6
b. Code of Conduct for Sociology and Criminology Interns .....	7
c. Student Evaluation of Internship Site .....	8
d. Internship On-Site Evaluation .....	10
e. Guidelines for the Sociology and Criminology Internship .....	12
IV. Assignments and Grading .....	14
a. Internship Presentation Instructions .....	15
V. Placement Sites .....	16

# **I. Introduction and Objectives**

## **Introduction**

The Sociology and Criminology Department at Cabrini University offers qualified junior and senior Sociology and Criminology majors the opportunity to complete an internship. Acceptance for an internship is subject to the approval of the department. Following acceptance, students must seek and arrange for an internship with cooperating or otherwise approved institutions.

The typical internship involves a 10-hour work commitment each week (for a minimum of 120 hours at the internship over the course of the semester). The purpose of the internship in Sociology and Criminology is to give majors the opportunity to work in a social setting in order to increase understanding of the social institutions and social processes that influence social behavior and to gain practical experience in a setting that relates to the student's career goals.

The internship experience is designed to help the students meet the application of Sociology and Criminology concepts and theories to real life settings, to bring knowledge from the classroom into the field, and to acquire new professional knowledge. The experience should be beneficial for the student and helpful for the agency.

## **Overview and Objectives**

The main objective of an internship in the Sociology or Criminology major is to better understand the functioning of social institutions and their influence on social human behavior while gaining practical experience in the field. The internship experience should also refine and further develop the analytical skills that the student has gained in the classroom.

Specifically as part of the internship experience:

1. The student should be able to directly analyze a social institution, an agency of the criminal justice system or a correctional facility using social theories learned in the classroom. The student should be able to apply and compare/contrast theoretical perspectives to the everyday occurrences at the internship setting.
2. The student should be able to apply the skills in social observation and social research learned in the classroom to the internship settings. The student should demonstrate their qualitative research skills in order to develop a better understanding of the interpersonal dynamics and social institutions that comprise the social structure of social agencies and the criminal justice system.
3. The student should be able to critically assess the structure and workings of the placement in order to compare intended goals with daily realities, offering insight into the rules, roles and relationships on a structural as well as interpersonal level.
4. The Internship should also give the student the opportunity to see how social knowledge from the academic experience may be applied in the day-to-day life of our everyday experiences.

## II. Requirements and Procedures

### Requirements/Choosing and Securing an Internship Site

1. Students applying to the department for an internship must have completed 90 undergraduate credits, with 18 credits of work in the major, at least 12 of which were taken in the Sociology and Criminology Department at Cabrini University.
2. Students interested in the internship program must arrange a meeting with the Department's Internship Coordinator the semester before they would like to do their internship.
  - Student enrolling in fall semester should meet prior to Spring Break.
  - Students enrolling in spring semester should meet before the end of October during the fall term.Students may not register for the Internship without approval from the Internship Coordinator or the Chair of the Department.
3. If necessary, students will prepare a resume for the internship interviews. The Center for Career and Professional Development can help with resume preparation.
4. The student will choose an internship site (either from the approved list provided by the department, or elsewhere with department approval).

A student may suggest an internship site to the Coordinator. Given sufficient time and with the Internship Coordinator's approval, the student may contact an agency to begin the process for internship site approval.
5. The student will contact selected internship site(s), identify themselves as a student at Cabrini University, and perform all steps (e.g., application, interview, background check) necessary to secure the internship.
6. Once the student has been accepted as an intern, they will provide the Internship Coordinator with contact information (name, title, telephone number, email) of the person that will be supervising the student. The Internship Coordinator will contact the agency to confirm the willingness of the agency to work with the student under the conditions required by the University. The Internship Coordinator will then contact the student to confirm his/her internship.
7. The student must read and sign the Internship Code of Conduct.
8. The student must bring back a copy of the Internship Agreement, signed by the supervisor, to the Internship Coordinator by the end of the first week of internship.
9. The student must determine the start and finish date of the internship as well as the work schedule with the supervisor. Internships require a minimum of 120 hours at the internship over the course of the semester per three credit hours. Weekly schedules are agreed upon by the student and the agency supervisor. In some unique situations, student may work additional hours at the internship in exchange for additional credit hours. All hours worked must be kept in a weekly hour log, reviewed and approved by internship supervisor.
10. All students must obtain student liability insurance coverage prior to beginning their internships.

## Student Responsibilities

### Before the Internship:

1. The student must meet with the Internship Coordinator to discuss his/her interests in seeking an internship, determine if they fulfill the requirements for the Internship, and discuss possible agencies at which to intern.
2. The student will prepare a resume and complete applications to selected internship sites in advance of the semester of enrollment.
3. The student will read and sign all necessary forms prior to starting an internship.
4. Look into and secure student liability insurance coverage.

### During the Internship:

1. The student will keep a log/journal where he/she will note the daily occurrences of the agency, paying specific attention to noting both (1) his/her role as a participant observer, as well as (2) how these experiences are related to the knowledge acquired through course work at Cabrini University.

The journal provides the Internship Coordinator with a mechanism to monitor the students' progress.

- Journals are expected to be submitted to the Internship Coordinator by Sundays at 6 p.m. during the weeks that the intern is meeting with the Internship Coordinator.
2. The student will attend all class meetings and read the assignments for the week. As class will be conducted in a seminar-style setting, they will be prepared to discuss the readings, their application to qualitative research methods, ask critical questions, and note any relevance to their specific internship.
  3. The student will maintain a weekly log of hours worked at the internship site. When the student has fulfilled their required hours and completed their internship, the student is expected to submit this log (signed off by the internship supervisor) to the Internship Coordinator. Internship hours must be started and completed during the course of the semester unless prior approval is given by the Internship Coordinator.
  4. At least once every two weeks, students will, during class time, discuss the internship experience and how it relates to his/her major. Depending on the number of other students doing their internships during the semester, this meeting may happen individually or in a class format.
  5. Near the end of the semester, at a meeting attended by other interns and faculty members from the Sociology and Criminology Department and fellow Cabrini students, student interns will individually give a short (10-minute) PowerPoint presentation.
  6. The student will write a final paper where he/she will bring together all the knowledge acquired through the internship, the journals, and their role as a participant observer and demonstrate how it all ties together with the theoretical and research information acquired in the course work at Cabrini University.
  7. Unexcused or excessive absences, failure to complete a task on time, or unprofessional conduct may lead to sanctions such as removal from the internship and failure of the course.
  8. At the end of the internship the student is required to evaluate the agency. The evaluation allows the student to address the strengths and weaknesses of the agency. The results of the evaluation will also help the Internship Coordinator improve the relationship the University has with the specific agencies.

## **Agency Responsibilities**

1. The agency that agrees to participate in the education of a student of Sociology or Criminology and is responsible for providing an environment, which is conducive to the educational function.
2. The student should be accepted as a member of the staff with roles congruent with the service function of the agency.
3. The agency will provide meaningful, responsible learning opportunities.
4. The agency should provide a qualified supervisor for the student.
5. The agency will evaluate the student's performance as an intern and submit it to the Internship Coordinator in a timely fashion.

## **Internship Coordinator Responsibilities**

1. The Internship Coordinator will meet with the student to help him/her choose an appropriate, approved site, which fits the interests, experience and qualifications of the student.
2. When the student has been accepted into an agency as an intern, the Internship Coordinator will contact the agency supervisor to discuss the appointment.
3. The Internship Coordinator will meet with the student at least once every two weeks to review the student's journal and help him/her focus the internship experience towards a meaningful learning experience.
4. The Internship Coordinator will visit the internship site and meet with the supervisor during the semester.
5. The agency will evaluate the student's performance as an intern and submit it to the Internship Coordinator in a timely fashion.

# Sociology and Criminology Internship

## Journal Question Prompts

These questions should help inform and influence how you think about writing your journals from week to week. They are not the only items you should journal about, and not all questions apply to all internship sites. Use these as loose guidelines for things to think about and evaluate while performing your internship.

### **Week 1: Beginning Your Internship**

What is your internship site like? Briefly describe the facility or the community. What are some of the distinct characteristics you notice? What stands out the most?

### **Week 2: Supervisor**

Describe your supervisor. What is s/he like? What were your expectations of them? In what ways do they meet those expectations, and in what ways do they fail to meet them?

### **Week 3: Individual and Institutional Roles**

Discuss some of the key people you work with in your internship: titles, roles, responsibilities, and their personalities. How do they fit in the organization? What are the organization's stated goals? How do the individuals you work with help meet the goals? How do they hinder meeting those goals?

### **Week 4: Organization**

Describe the organization where you work, how it is organized. Is it a formal hierarchical organization, is it flat and lacking power/authority concentrated in one person, or something in between? Focus on who has formal power in the organization, who has informal power, and where you fit in. Draw an organizational chart if it helps you.

### **Week 5: Interactions**

Pay attention to how individuals interact with clients. How do they treat clients? How might they treat different clients differently? Describe how they speak of clients in private. Is this different from how they treat them in person?

### **Week 6: Resources**

What are some of the assets your internship site uses? Focus on the use of technology, but other items are important as well. Does your site use newer computers, cell phones, and other items? Do they struggle to replace printer cartridges in a timely fashion? Think about how your site benefits from or struggles with resources, and how that influences the goals of the organization.

### **Week 7: Activities**

What do you typically do in a given week? Focus on the more routine activities that you perform as an intern. How do these activities help inform you of what a career in this field will look like? How do they help meet the goals of the organization?

### **Week 8: Weaknesses**

Because no organization works perfectly, spend some time identifying key areas where you feel your internship can improve. What are the weaknesses your colleagues have brought up, what are those you have noticed? What can be done to help the organization overcome these areas of concern?

### **Week 9: Group Activity**

Describe how people work in or form groups at your internship site. Are the formally organized groups, or did they form organically? How do your colleagues get along and get work done in these groups? How do they manage conflict when it arises?

### **Week 10: Summary**

What have you taken away from your internship? What are the key experiences and lessons? Was your overall experience positive, negative, or a mixture of both? Provide a summary evaluation of your internship and note if you would recommend this site to other students.

# Sociology and Criminology Internship

## Checklist of Responsibilities

### Preparing for the Internship

Preparation should start the semester prior in which you are enrolling in the internship course.

- Meet with Internship Coordinator to discuss possible internships
- Prepare resume and cover letter to submit to internship sites
- Contact internship sites (see internship manual), submit resumes
- Upon being accepted into an internship, have supervisor fill out the form “Guidelines for the Sociology and Criminology Internship”
- Give signed and completed form to Internship Coordinator
- Read “Code of Conduct for Sociology and Criminology Interns”
- Give signed code of conduct to Internship Coordinator

### During the Internship

Internship start deadline: no later than the end of the second week in the semester

- Maintain a log of hours worked and jobs performed each week
- Take detailed, thorough field notes after each day at the internship site
- Submit a minimum of one journal per week detailing activities performed and reflections on the internship itself (see question prompts).
- Notify Internship Coordinator two weeks before you complete your internship
- Attend all internship class meetings

### After the Internship

To be completed only after all hour requirements are met

- Fill out form “Student Evaluation of Internship”
- Fill out form “Internship On-Site Evaluation”
- Prepare presentation on internship
- Prepare final paper on internship



# Sociology and Criminology Internship

## Code of Conduct

As an intern, you are expected to meet certain obligations and expectations, as outlined below.

By signing this form, you agree to be held to the following standards.

- During work hours, you are expected to:
  - Arrive on time for all scheduled appointments and assignments
  - Dress neatly and professionally during work hours
  - Refrain from personal conduct (email, cell phone, internet) during work hours
  - Conduct business in a positive, professional, respectful manner
- Maintain an accurate log of all hours and days worked
- Respect confidentiality and anonymity of some of the information you may come across in your internship
- Follow through on all your commitments
- Use good judgment when interacting with clients, colleagues, and supervisors
- Seek feedback from your supervisor. Be willing to accept and respond to feedback as necessary in order to improve your performance.
- Remain drug and alcohol free; you are expected to follow the University's alcohol and drug policies while serving in your internship
- You will notify both your Internship Coordinator and your immediate supervisor for any excusable absences from work hours. Every effort will be made to document the validity of the excuse.
- Violation of any of these standards may be responded to with a verbal or written warning, removal from the internship, and/or failure of the class.

By signing below, you agree to abide by the code of conduct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Printed): \_\_\_\_\_



## Student Evaluation of Internship Site

Student Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

This evaluation will be important in determining the value of your internship experience.

The evaluation should be honest, objective, and should indicate problems, as well as your progress during the internship.

The internship site provided educational merit.

Strongly Agree     Agree     Neutral     Disagree     Strongly Disagree

The internship site gave opportunities to interact with a variety of personnel.

Strongly Agree     Agree     Neutral     Disagree     Strongly Disagree

The internship site offered a variety of useful tasks.

Strongly Agree     Agree     Neutral     Disagree     Strongly Disagree

I was encouraged to ask questions.

Strongly Agree     Agree     Neutral     Disagree     Strongly Disagree

I would consider working at this site.

Strongly Agree     Agree     Neutral     Disagree     Strongly Disagree

My supervisor was available when needed.

Strongly Agree     Agree     Neutral     Disagree     Strongly Disagree

My supervisor provided important tasks and information.

Strongly Agree     Agree     Neutral     Disagree     Strongly Disagree

My supervisor was concerned about my progress and development.

Strongly Agree     Agree     Neutral     Disagree     Strongly Disagree

I would consider working for this supervisor.

Strongly Agree     Agree     Neutral     Disagree     Strongly Disagree

I always showed up on time.

Strongly Agree     Agree     Neutral     Disagree     Strongly Disagree

My presentation was neat and professional.

Strongly Agree     Agree     Neutral     Disagree     Strongly Disagree

I eagerly sought out new tasks to perform.

Strongly Agree     Agree     Neutral     Disagree     Strongly Disagree

I carried a positive, hardworking demeanor.

Strongly Agree     Agree     Neutral     Disagree     Strongly Disagree

I would consider hiring myself.

Strongly Agree     Agree     Neutral     Disagree     Strongly Disagree

Comments:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## On-Site Internship Evaluation

Student Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates of Co-op Assignment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Please evaluate the student objectively compared to other students of comparable academic level, others assigned similar responsibilities, or individual standards that you and your company/agency have established.

### Work Attitude:

Excellent       Good       Fair       Needs Improvement       Not Applicable

### Capacity to Work with Others:

Excellent       Good       Fair       Needs Improvement       Not Applicable

### Judgment / Decision-Making:

Excellent       Good       Fair       Needs Improvement       Not Applicable

### Quality of Work:

Excellent       Good       Fair       Needs Improvement       Not Applicable

### Initiative:

Excellent       Good       Fair       Needs Improvement       Not Applicable

### Academic Preparation:

Excellent       Good       Fair       Needs Improvement       Not Applicable

### Organizational Skills:

Excellent       Good       Fair       Needs Improvement       Not Applicable

### Attendance / Punctuality:

Excellent       Good       Fair       Needs Improvement       Not Applicable

### Verbal Ability:

Excellent       Good       Fair       Needs Improvement       Not Applicable

### Writing Ability:

Excellent       Good       Fair       Needs Improvement       Not Applicable

Ability to Learn:

Excellent       Good       Fair       Needs Improvement       Not Applicable

Dependability:

Excellent       Good       Fair       Needs Improvement       Not Applicable

Professional Appearance:

Excellent       Good       Fair       Needs Improvement       Not Applicable

Overall Performance: Outstanding       Satisfactory       Unsatisfactory

---

Evaluator's Name: \_\_\_\_\_

Evaluator's Email: \_\_\_\_\_

Evaluator's Phone: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

In the space provided below or on a separate sheet of paper, please give an overall assessment of the student intern. What were his or her strengths and weaknesses? Was the student able to handle situations? Do you believe this student could become competent in your area of expertise? Was the student prepared (professionally, academically, emotionally, socially) for your work environment?



## Guidelines for the Sociology and Criminology Internship

### Responsibilities and Obligations of the Agency:

1. The agency must provide the student an opportunity to expand on his/her knowledge of Sociology or criminal justice.
2. The agency will provide sufficient information or training so that student may fulfill the assigned work and may begin to understand how the skills that they have learned in the classroom may be applied professionally.
3. The agency will provide a safe and non-discriminatory environment for the student.
4. The agency will provide an on-site supervisor with whom the student interacts and reports to on a regular basis. The Internship Coordinator at the University will contact the supervisor periodically to obtain progress reports on the student's performance.
5. The agency should expose student to as many areas of the agency as the supervisor deems appropriate to ensure an overall understanding of the goals and functions of the agency.
6. In order to obtain three credits, the student must spend 10 hours a week at the internship site (3.3 hours for every credit) for the length of the semester. The agency will provide 10 hours of work a week for the length of the semester.
  - a. Fall semester: starting the first week of September finishing the second week of December.
  - b. Spring semester starting the third week of January and finishing the last week of April.
7. While at the agency, the student must abide by the rules of attendance defined by the agency.
8. The agency has the right to expect the student to be on time, well-groomed and to perform assigned work.
9. The agency has the right to terminate the internship if the student does not fulfill his/her obligation to the agency.
10. The supervisor will provide the Internship Coordinator with a formal evaluation regarding the performance of the student at the end of the scheduled internship.

If the agency agrees to abide by the above responsibilities and obligations, please sign and return this document to the Internship Coordinator.

Michael Quinn, Esq. Sociology and Criminology Department 610 King of Prussia Road Radnor, PA 19087 or via e-mail: <a href="mailto:mq10056@cabrini.edu">mq10056@cabrini.edu</a>	If internship takes place during the <b>summer</b> , return to: Vivian C. Smith, Ph.D. Chair, Sociology and Criminology Department 610 King of Prussia Road Radnor, PA 19087 or via e-mail: <a href="mailto:vsmith@cabrini.edu">vsmith@cabrini.edu</a>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Student Intern Name \_\_\_\_\_

Agency Name/Location \_\_\_\_\_

Agency Director Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Phone \_\_\_\_\_

Supervisor Email \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_



## IV. Assignments and Grading

### 1. Performance and Participation

The student will work at his/her agency, performing assigned duties for at least the minimum number of hours that are required for academic credit hours.

Unexcused or excessive absences, failure to complete tasks on time, unprofessional conduct may lead to sanctions such as removal from the internship and failure of the course. Students will be assessed by both the Internship Coordinator and the on-site supervisor for this portion of the grade. (40%)

### 2. Attendance and Participation in Class Meetings

All students are expected to attend class meetings, having read the assigned reading(s) for the week.

They will be prepared to discuss the readings, the application to qualitative research, and relevance to their specific internship. This will be performed in a student-led, seminar-style session. (10%)

### 3. Journals

The student will keep a log or journal where he/she will record their work attendance at the agency as well as his/her role as a participant observer. (20%)

### 4. Presentations

The student will talk about his/her role as an intern at a public forum for future interns in two different presentations. Near the end of the semester, all students will share their knowledge from their internship in a PowerPoint presentation at a meeting attended by other interns and faculty members from the Sociology and Criminology departments.

The purpose of these presentations is to help the student articulate the learning that has taken place at the internship and to refine the student's public speaking skills. (15%)

### 5. Papers

The student will write two papers during the semester where he/she will bring together all the knowledge acquired through the internship, the journals, their role as a participant observer and demonstrate how it all ties in together with the theoretical and research information acquired in the course work at Cabrini University.

Specifically, in the papers the student should:

- a. Apply the research methodology of participant observation to the internship.
- b. Include a discussion on the validity of participant observation as a viable form of research.
- c. Summarize the internship experience, examining how the agency met its goals formally and informally.
- d. Critically evaluate whether or not the agency was effective in meeting its stated goals.
- e. Evaluate, using appropriate Sociological/Criminological theory, one aspect of the internship.
- f. Cite appropriate texts and include a works cited page.

The papers should be 4-6 pages in length. (15%)



## Internship Presentation Instructions

Each student will provide a 5 minute presentation to in class at Cabrini University. In this presentation, you will provide an analysis of your internship experience and a summary of the agency in which you worked, using sociological analysis of this agency as it operates within the community in which it is located.

You should not make this presentation too formal. Think about ways that you can make the presentation interesting and engaging for the students. You will probably use a PowerPoint presentation, but you might also consider other visual aids.

This presentation has three purposes:

1. To hone your skills in public speaking and presentation.
2. To help you articulate your experience as an intern in a public or social service agency from a sociological or criminological perspective.
3. To provide other Cabrini University students with an overview of your agency and the possibilities for their own future internships.

The presentation will be evaluated in terms of:

### Agency Overview (40%)

1. General summary of the agency in which you worked.
2. Description of responsibilities and activities that you had as an intern in the agency.
3. Mission/purpose of the agency—the agency's goals and how it seeks to accomplish them.
4. Inclusion of number of staff and type of clientele and community that is served by the agency.

### Sociological Analysis (40%)

5. What are the major difficulties that this agency faces in fulfilling its mission?
6. What are some of the larger social dynamics that impact your agency?  
For example, Norristown police might be impacted by changes in immigration patterns in Norristown.
7. Describe the organization of the agency. Compare its formal organization and structure with how you have observed the agency operate. Are they consistent? Do they contradict? Discuss both formal and informal power and structure in your agency.

### Presentation Style (20%)

8. Be well-prepared for the presentation.
9. Speak in a clear, precise voice. If you have notes, read directly from them as little as possible.
10. Your PowerPoint presentation and other visuals should be as clear as possible. Do not overwhelm the students with too many words on your PowerPoint.
11. Be as creative and engaging as possible.
12. Be prepared to answer questions at the end of the presentation. Anticipate what people may ask.

## V. Internships in Criminology/Sociology

American Civil Liberties Union/Foundation of Pennsylvania  
PO Box 1611  
Philadelphia, PA 19105-1161  
<https://www.aclupa.org>  
Email: [volunteer@aclupa.org](mailto:volunteer@aclupa.org)

Anti-Violence Partnership of Philadelphia-Families of Murder Victims Program  
2000 Hamilton Street, Suite 304  
Philadelphia, PA 19130  
215-567-6776

Work as an advocate for families and friends of homicide victims. Provide services such as court accompaniment, crisis intervention, short-term counseling, criminal justice information and assistance in filing for crime victims, compensation

[www.avpphila.org](http://www.avpphila.org)  
Email: [fmv@avpphila.org](mailto:fmv@avpphila.org).

CASA  
(Court Appointed Special Advocates)  
Organization that supports advocates for abused and neglected children. Locations throughout the region.  
[www.casaforchildren.org](http://www.casaforchildren.org)

Catholic Social Services, Archdiocese of Philadelphia  
Holy Family Center  
222 North 17th Street, 3rd Floor, Philadelphia, PA 19103-1299  
(215) 854-7058

The Family Services Centers in the five-county region provide emergency services, case management, counseling information and referrals

[www.css-phl.org](http://www.css-phl.org)  
Email: [cssvolunteers@chs-adphila.org](mailto:cssvolunteers@chs-adphila.org).

Chester County Adult Probation  
201 W. Market Street, Suite 2100  
Post Office Box 2746  
West Chester, PA 19380-0989  
610-344-6290  
<http://www.chesco.org/2556/Student-Internship>

Congreso  
216 W. Somerset Street  
Philadelphia, PA 19133  
215-763-8870  
Education, Family, and Health/Wellness services offered  
[www.congreso.net](http://www.congreso.net)

Darby Township Police Department  
Chief Brian Patterson, Contact Person  
2 Studevan Plaza  
Sharon Hill, PA 19079  
610-583-3245  
<http://police.darbytwp.org>

Delaware County Juvenile Court  
201 West Front Street  
Media, PA 19063  
610-891-4751  
Work specifically with juveniles and their families in intake and handling of cases  
<http://www.co.delaware.pa.us/courts/juvenilecourt.html>

Delaware County Juvenile Detention Center  
370 North Middletown Road  
Lima, PA 19037  
Mark Murray, Director  
610-891-8660  
<http://www.co.delaware.pa.us/courts/juveniledetention.html>

Domestic Violence Center of Chester County  
PO Box 832  
West Chester, PA 19381  
610-431-1430  
<http://www.dvccc.com>

Domestic Abuse Project of Delaware County  
14 West Second Street  
Media, PA 19063  
610-565-6272  
610-325-0768  
Agency does community training and education on the issues of violence and abuse in the family.  
<http://dapdc.org/home.html>

Equality (SAFE)  
Kenzie Thorpe  
Equality Campus Outreach Organizer  
mthorpe@equalitypa.org  
918-728-9113  
Equality promotes LGBT rights on campuses in PA.

Family House in Germantown - Womenspace  
6400 Germantown Avenue  
Philadelphia, PA 19138  
215-844-2400  
Working with women who have been incarcerated for drug offences. Womenspace is a halfway house which assists individuals in making the transition from prison/jail back into the community.  
Jaclyn Young, Director [Jaclyn.Youngs@rhd.org](mailto:Jaclyn.Youngs@rhd.org)  
[www.rhd.org/Program.aspx?pid=185](http://www.rhd.org/Program.aspx?pid=185)

Families of Murder Victims  
Philadelphia District Attorney's Office  
Families of Murder Victims  
<http://avpphila.org/families-of-murder-victims-fmv>  
fmv@avpphila.org  
Assist families of murder victims through the Court process.

Gaudenzia, Addiction Treatment and Recovery  
106 West Main Street  
Norristown, PA 19401  
Main Office:  
(610) 239-9600  
Wendy Levin, Clinical Director  
[WLevin@Gaudenzia.org](mailto:WLevin@Gaudenzia.org)

Honorable Roxanne E. Covington  
Judge, Court of Common Pleas  
First Judicial District of Pennsylvania  
Criminal Justice Center ~ Courtroom 1008  
1301 Filbert Street ~ Suite 1409  
Philadelphia, PA 19107  
215-683-7124 / 215-683-7126 (fax)  
[roxanne.covington@courts.phila.gov](mailto:roxanne.covington@courts.phila.gov)  
Observe criminal trials in a busy Philadelphia Courtroom

Lower Providence Township Police Department  
Mark A. Stead  
Administrative Sergeant  
100 Parklane Drive, Eagleville, PA 19403  
Office Phone: (610) 635-3571  
Station Phone: (610) 539-5901

Montgomery County Adult Probation  
100 Ross Road, Suite 120  
King of Prussia, PA 19406  
Office: 610-992-7744  
Fax: 610-992-7778  
[rficzko@montcopa.org](mailto:rficzko@montcopa.org)  
Renee Ficzczo, Supervisor  
Become familiar with the policies and procedures of the Adult Probation Department. Assist probation staff with, caseloads, conduct intake interviews and assess clients' adjustment.

Montgomery County Child Advocacy Project (MCAP)  
409 Cherry Street  
Norristown, PA 19401  
610-279-1219  
[www.mcapkids.org](http://www.mcapkids.org)  
MCAP provides free legal services to children who are the victims of abuse and neglect.

Montgomery County Office of the Coroner  
Contact: Rosanna Avraham, Forensic Technician  
[RAvraham@montcopa.org](mailto:RAvraham@montcopa.org)

1430 DeKalb Street  
Norristown, PA 19404  
610-278-3057  
610-278-3547 (fax)  
[www.montcopa.org/index.aspx?nid=196](http://www.montcopa.org/index.aspx?nid=196)

Montgomery County Correctional Facility  
Carl Clevens  
Asst. Director Inmate Services  
MCCF  
(610)635-7240  
[cclevens@montcopa.org](mailto:cclevens@montcopa.org)  
Work with social workers and correctional officers and interact with prisoners

Montgomery County Office of the District Attorney  
Montgomery County Courthouse  
Kevin R. Steele, District Attorney  
Kelly Lloyd, Assistant DA ([klloyd@montcopa.org](mailto:klloyd@montcopa.org))  
2 East Airy Street  
Norristown, PA 19404  
610-278-3895  
Multiple internship opportunities (check website for most up-to-date availabilities)  
<http://www.montcopa.org/102/District-Attorney>

Montgomery County Emergency Services (MCES)  
50 Beech Drive, Norristown, PA  
610-279-6100  
[www.mces.org](http://www.mces.org)  
Specializing in crisis intervention, suicide prevention and helping those with mental health issues navigate the criminal justice system

Montgomery County Public Defender's Office  
Montgomery County Courthouse  
2 East Airy Street  
Norristown PA 19404  
610-278-3000  
The public defender's office represents indigent individuals charged with a crime for free. Learn about criminal defense and the criminal justice system.  
<http://www.montcopa.org/201/Public-Defender>  
<http://www.montcopa.org/2509/Internship-Opportunities>

Montgomery County Victim Services Center (VSC)  
Erin Slight, LSW  
Direct Services Supervisor  
Victim Services Center of Montgomery County  
325 Swede St.  
Norristown, Pa 19401  
610-277-0932 ext 226  
[www.victimservicescenter.org](http://www.victimservicescenter.org)  
Provide services to victims of rape, sexual assault, and other personal injury crimes.

National Park Service  
Valley Forge National Historical Park  
1400 North Outer Line Drive  
King of Prussia, PA 19406  
lofton\_wiley@nps.gov  
Work with the Park Rangers at Valley Forge National Park

Office of the Attorney General, Commonwealth of Pennsylvania  
Non-legal Internship  
14th Floor, Strawberry Square  
Harrisburg, PA 17120  
717-787-3391  
[www.attorneygeneral.gov](http://www.attorneygeneral.gov)

Philadelphia Adult Probation and Parole Department  
1401 Arch Street  
Philadelphia, PA 191072  
215-683-1000

Become familiar with the policies and procedures of the adult probation and parole departments. Assist adult probation and parole officers in the care and supervision of those adults on probation or parole.

<http://www.courts.phila.gov/common-pleas/trial/criminal/appd.asp>

Philadelphia District Attorney's office  
Address letter to and EMAIL it: Ms. Mariel De La Cruz  
Special Assistant, Victim Services Unit  
Philadelphia District Attorney's Office  
3 South Penn Square  
Philadelphia, PA 19107  
Office: (215) 686-5709  
Email: [Mariel.Delacruz@phila.gov](mailto:Mariel.Delacruz@phila.gov)

Areas of specialization: Victim Services Unit, Juvenile Unit, Homicide, Relocation, Adult Diversion, Juvenile Diversion, Data Lab (choose one that most interest you). <https://www.phila.gov/districtattorney/pages/default.aspx>

Requirements: Cover letter and Resume

Philadelphia Family Court Juvenile Branch  
1801 Vine Street  
Philadelphia, PA 19149  
215-686-4000

Assist juvenile probation staff with caseloads, gather and analyze statistical data, conduct intake interviews, and assess clients' adjustment.

<http://courts.phila.gov/common-pleas/family/juvenile>

Pennsylvania Innocence Project  
Temple University Center City  
1515 Market Street, Suite 300  
Philadelphia, PA 19102  
Contact Person: Nilam A. Sanghvi  
(215) 204-3146  
[nilam.sanghvi@temple.edu](mailto:nilam.sanghvi@temple.edu)

Radnor Fire Company  
Eamon C. Brazunas, EFO  
Administrative Director  
Radnor Fire Company  
121 South Wayne Avenue  
Wayne, PA 19087  
610.687.3245 ext. 222 (Office)  
Work with the fire company or the ambulance. Special training may be required.

SPIN: Special People in the Northeast, Inc. (Sociology internship)  
10501 Drummond Road  
Philadelphia, PA 19154  
215-613-1013/ 1-844-SPIN-CAN  
Working with children who have been diagnosed with behavioral problems and at-risk concerns. Assisting in activities, counseling and support services for their families.  
<http://spininc.org/>

Tredyffrin Township Police - Superintendent of Police  
1100 Duportail Road Berwyn, PA 19312-1079  
610-644-3221  
<http://www.tredyffrin.org/home>    [police@tredyffrin.org](mailto:police@tredyffrin.org)

Upper Dublin Police Department  
Officer David Madrak, Contact Person  
801 Loch Alsh Ave,  
Fort Washington, PA 19034  
215-646-2100  
[www.upperdublin.net](http://www.upperdublin.net)

United States Secret Service (Philadelphia) - Department of the Treasury  
7236 Federal Building  
600 Arch Street  
Philadelphia, PA 19106  
215-861-3300  
<http://www.secretservice.gov/join/diversity/students/>

United States Secret Service (Wilmington, DE)  
Department of the Treasury  
Wilmington, DE 19801  
302-573-6188  
<http://www.secretservice.gov/join/diversity/students/>

The Welcoming Center for New Pennsylvanians (Sociology internship)  
Dedicated to immigrant education and workforce integration  
211 N 13th St  
4th Floor  
Philadelphia, PA 19107  
215.557.2626  
<https://welcomingcenter.org/>

Whitemarsh Police Department  
616 Germantown Pike  
Lafayette Hill, PA 19444  
610-825-6530  
<https://www.whitemarshtwp.org/140/Police>

Women Against Abuse Legal Center  
100 S. Broad Street, Suite 1341  
Philadelphia, PA 19110  
215-386-1280  
<https://www.womenagainstabuse.org/>

Women's Campaign International  
230 S. Broad Street, Suite 304  
Philadelphia, PA 19102  
1 (215) 821-8293  
[info@womenscampaigninternational.org](mailto:info@womenscampaigninternational.org)  
<https://www.womenscampaigninternational.org/contact-us>

Women's Center of Montgomery County  
Deanna Linn, Director of Volunteers  
8080 Old York Rd  
Elkins Park, PA 19027  
Office: 215-635-7340  
[dlinn@womenscentermc.org](mailto:dlinn@womenscentermc.org)  
[www.wcmontco.org](http://www.wcmontco.org)

Volunteers will work directly with domestic violence victims in a counseling capacity. Please note: this internship will require 30-40 hours of training (which will count towards internship) and must be planned well in advance of start of internship class.

Women's International League for Peace and Freedom (New York Office)  
777 UN Plaza, 6th Floor  
New York  
NY 10017, USA  
Telephone: (+1) 212 682 1265  
Fax: (+1) 212 286 8211 <https://www.wilpf.org/work-with-us/>

International organization of women who work toward peace by non-violent means and promoting political, economic and social justice for all.