Internship Title: Public Defender Investigation Intern

Agency: Public Defender

Location: Golden

Description: This is an excellent opportunity to learn the inner working of the criminal justice system from the defense perspective. This internship allows you to work with criminal defense investigators. Internships will include all aspects of criminal defense investigation including subpoena service, record gathering, client contact, case review, interviews, and scene assessment.

Majors: MDL, SOC, BHS, CJC, PSC, HSP, SWK

Qualifications: MSU student with a minimum 2.5 GPA., JUNIOR or SENIOR

Time Schedule: 10-13 hours per week each semester

Pay Rate: Unpaid for Academic Credit.

Application Deadline: Recruit Until Filled
Internship Title: Fatherhood Intern

Agency: Parenting Time Program
Location: Lakewood, CO
Description: Key Responsibilities:
* Create a welcoming environment while serving as a facilitator during supervised parenting time at Karlis Family Center.
* Fulfill initial training and orientation process requirements.
* Complete initial training with the Parenting Time Program Director.
* Complete volunteer checklist and training hours.
* Complete Fatherhood Program specific projects, such as father-child activities and increasing knowledge of fatherhood resources.
* Initiate contact with 100% of the fathers in the Parenting Time Program and provide resources to those requesting resources and/or information.
* Assist with outreach activities to Denver Metro Child Support Enforcement Agencies.
* If possible, attend Colorado Dads monthly meetings.

Training & Support:
* We ask each volunteer to attend the following trainings led by Family Tree experts:
* Fatherhood Intern will have additional training from the Parenting Time Program Staff.

Majors: SOC, PSY, BHS, CJC, HSP, SWK, HDV
Qualifications: Qualifications:
* Completion of volunteer orientation and background check.
* The volunteer will act in a non-discriminatory manner toward all clients, regardless of age, sex, race, national origin, religion, physical handicap, political affiliations, social or economic status, affliction preference, or choice of lifestyle.
* Sufficient knowledge of conditions that may require the use of our facility, i.e. Court ordered families, domestic violence, physical or sexual abuse, neglect, chemical dependency, and/or mental illness.

Time Schedule: Flexible - Schedule determined upon hire with supervisor. Most shifts will be nights and weekends. Fatherhood interns are expected to be available for 6 months.
Pay Rate: Volunteer for Academic Credit.
Application Deadline: Ongoing; open each semester.
Internship Title: Autopsy Technician Intern

Agency: County Coroner

Location: Boulder

Description: Interns assist with autopsy performance including autopsy set-up, collection of body fluids for toxicology and ancillary testing, evisceration of organs, preparation of body for funeral home disposition, and clean up of morgue. Observe Forensic Pathologists during external and internal autopsy examinations. Interns also have occasion to shadow Medico Legal Death Investigators during death scene investigation and processing including taking custody of the deceased, collection and inventory of personal effects and medications and scene documentation including photography.

Majors: BIO, ANT, CJC, CHE

Qualifications: MSCD students with a minimum of 3.5 GPA. We would like Biology, Chemistry, Pre-Med or Criminalistic students. Must be a Junior or Senior status, 21 years old or older. Must pass background investigation and have current Hepatitis B vaccination. Submit a cover letter addressed to Coroner Emma Hall and your coordinator expressing your interest in the internship and how it relates to your career goals. Also please indicate which days of the week you are available.

Time Schedule: *Work Schedule: 10 hours per week. Openings each semester.

Two 5-hour shifts from:
12 noon - 5:00 p.m. Monday and Friday (or)
12 noon – 5:00 p.m. Tuesday and Thursday
12 noon – 5:00 p.m. Saturday & Sunday

Pay Rate: Volunteer for academic credit.

Internship Title: Part-Time Law Office Assistant

Agency: Bankruptcy Law Firm

Location: Denver, Colorado

Description: Duties: Responsibilities include entry of client information into client electronic folders and organizing hard client files. This position requires effective communication, filing, phone coverage, records management, time entry and other projects required for a small boutique bankruptcy law firm located in Downtown Denver. Candidate must have high standards, have effective time management, self-motivated, detail-oriented, organized, punctual and, above all, recognize the importance of the client and professionalism. We are flexible with days to be worked and are seeking a candidate for approximately 3 full days per week, Monday - Friday, for a total of 24 hours per week. Students welcome to apply as prior bankruptcy experience is not a requisite.

Majors: SPE, CJC, PSC

Qualifications: Skills_and_Academic_Major: Strong organizational skills, attention to detail and professionalism are a necessary asset along with the ability to prioritize effectively. Strong PC skills a must combined with a strong knowledge of Microsoft Word as well as the ability to quickly learn other commonly used legal programs. Spanish speaking ability is a plus.

Time Schedule: 3 full days per week, Monday-Friday for total of 24 hours per week.

Pay Rate: $12.00/hour

Application Deadline: 6/27/2013
Internship Title: Forensic Accounting Intern

Agency: State

Location: Denver

Description: Probation Officers working in the Economic Crimes Unit are responsible to supervise probationers sentenced to Economic Crime Supervision by Denver District Court. Agency will provide internships to qualified students by having students assist in supervising an offender whose criminal activity is motivated by greed for the purpose of financial gain. Requires a student who possess a high attention to detail and excels in a team environment. These crimes are committed from a position of trust, using deviance, deceitfulness, deception, manipulation and/or grooming techniques. The student will assist in the investigation process designed to more accurately assess the risk and need of the offender as well as their ability to make full reparation. The student will be responsible for assisting in reviewing state and federal tax documents, business statements, personal, household and business income, assets and liabilities. Detailed review of payroll stubs, financial institution account statements and stock certificates. Assist in research and verification of all oral and written statements made by the probationer. All work is completed with the objective to increase collections of restitution, costs and fees while holding the probationer accountable for criminal behavior and the impact their crime has caused victims.

Majors: ACC, MGT, CJC, PSC, ACCM

Qualifications: MSU ACC or ACCM student with at least 2.5 GPA.

Time Schedule: 10-13 hours per week.

Pay Rate: Academic credit. Internships with the Applied Learning Center may not qualify for credit. Please see the Accounting Departm

Application Deadline: Recruit Until Filled

Job ID: 13970
Internship Title: Jefferson County Recovery Court Volunteer Intern-Coordinator's Office

Agency: Specialty Court Program-Jefferson County District Court

Location: Golden, CO

Description: The Jefferson County Recovery Court is a specialty court program supervising high risk and high need substance dependent Probation clients. Internship will provide the opportunity to learn the concepts and operation of Problem Solving Courts, network with a variety of Criminal Justice and treatment agencies, as well as interact with program participants. Intern will work directly with the Program Coordinator and supervising District Court Judge; assisting with clerical office duties, data entry and evaluation, interview of program participants for statistical tracking, appearing for Court proceedings, and various other special projects as needed by the Drug Court team. Hours can be flexible.

BACKGROUND CHECK REQUIRED

Majors: SOC, PSY, BHS, CJC, HSP

Qualifications: Interest in Courts and Probation, preferably pursuing education within Criminal Justice, Sociology, or Psychology degree programs. Will be required to do data entry, statistical compilation, as well as have client interaction.

CJC students - spring only.

Time Schedule: Hours can be flexible, at least some Friday dates required to assist during Court hearings.

Pay Rate: Unpaid for academic credit.

Application Deadline: Open until filled.
Internship Title: Death Investigator
Agency: County Government
Location: Brighton

Description: IMPORTANT AND ESSENTIAL DUTIES:
The following duty statements are illustrative of the essential functions of the job and do not include other non essential or marginal duties that may be required. The Chief Coroner reserves the right to modify or change the duties or essential functions of the job at any time. Working under the general supervision of the Chief Deputy Coroner, the Investigator:

- Gathers, reviews, and/or interprets a variety of written documents; independently or at the direction of management. Documents include, but are not limited to: scene reports, medical psychological records, legal documents, police/EMS records, toxicology records, and autopsy reports.
- Coordinates with law enforcement agencies in the preservation and collection of evidence, maintenance of chain-of-custody and processing of the death scene.
- Identifies the deceased and locates the decedent's primary next-of-kin. Notifies the next-of-kin of the death and interviews the next-of-kin.
- Acts as a liaison to the bereaved: advises, answers questions, and provides support.
- Interacts with a myriad of agencies and representatives to conduct investigation follow-up.
- Maintains and inventories investigative equipment and supplies.
- Cleans and maintains offices, morgue, vehicles, and equipment.
- Operates and maintains scene, morgue, and autopsy equipment: vehicles, prams, body lift, fork lift, autopsy stations, surgical equipment, cameras, and other analytical devices.

Majors: PSY, SOC, CJC, BIO, CHE

Qualifications: A high school diploma or GED equivalent AND at least five years of related experience (such as death/crime scene investigation, autopsy/surgical assisting, law enforcement, emergency medical services, nursing, organ/tissue procurement), in the last ten years.

-OR-
An Associate's Degree with a concentration in a human science field from an organization with an accreditation from one of the six regionally accredited agencies of the U.S., i.e. the Middle States Association of College and Schools, the New England Association of College and Schools, the North Central Association of College and Schools, the Northwest Association of College and Schools, the Southern Association of College and Schools, and the Western Association of College and Schools, AND at least three years of related experience (such as, death/crime scene investigation, autopsy/surgical assisting, law enforcement, nursing, emergency medical services, organ/tissue procurement), in the last ten years.

-OR-
A Bachelor's Degree, in Biology, Pre-Medicine, Forensic Science, Criminalistics, Nursing, or Anthropology from an organization with an accreditation from one of the six regionally accredited agencies of the U.S., i.e. the Middle States Association of College and Schools, the New England Association of College and Schools, the North Central Association of College and Schools, the Northwest Association of College and Schools, the Southern Association of College and Schools, and the Western Association of College and Schools.

-OR-
A Bachelor's Degree, in any field, from an organization with an accreditation from one of the six regionally accredited agencies of the U.S., i.e. the Middle States Association of College and Schools, the New England Association of College and Schools, the North Central Association of College and Schools, the Northwest Association of College and Schools, the Southern Association of College and Schools, and the Western Association of College and Schools, and satisfactory completion of the following human science college courses:
- Biology I with lab (for science majors)
- Biology II with lab (for science majors)
- Chemistry I with lab (for science majors)
- Anatomy I and II with lab (for science majors)
- Physiology I and II with lab (for science majors)

*Must pass criminal background check, polygraph examination, psychological examination, and drug test.
*Must possess a valid Colorado driver's license.
*Must be able to lift at least 100 lbs.
*Must be able to work a changing and rotating schedule: days, evenings, graveyard shifts, weekends and holidays; additionally: on-call, overtime, emergent response, and extra shifts as needed.
*Must be able to work during inclement weather and stressful circumstances

Time Schedule: Full-time
Pay Rate: $4,124.00 Monthly
Application Deadline: Fri. 10/18/13 11:59 PM Mountain Time

09/30/2013
Internship Title: Part-Time Law Office Assistant

Agency: Bankruptcy Law Firm

Location: Denver, CO

Description: Responsibilities include entry of client information into client electronic folders and organizing hard client files. This position requires effective communication, filing, phone coverage, records management, time entry and other projects required for a small boutique bankruptcy law firm located in Downtown Denver. Candidate must have high standards, have effective time management, self-motivated, detail-oriented, organized, punctual and, above all, recognize the importance of the client and professionalism. We are flexible with days to be worked and are seeking a candidate for approximately 3 full days per week, Monday - Friday, for a total of 24 hours per week. Students welcome to apply as prior bankruptcy experience is not a requisite.

Majors: CJC

Qualifications: Strong organizational skills, attention to detail and professionalism are a necessary asset along with the ability to prioritize effectively. Strong PC skills a must combined with a strong knowledge of Microsoft Word as well as the ability to quickly learn other commonly used legal programs. Spanish speaking ability is a plus.

Time Schedule: Monday - Friday, 3 full days per week

Pay Rate: $12.00/hour

Application Deadline: 9/27/2013

08/21/2013

Applied Learning Center * The Internship Program * 1045 9th Street Park * Denver, CO 80217
303 556-3290 * internships@msudenver.edu * www.msudenver.edu/internship
Internship Title: Economic Crime Investigator Intern

Agency: State

Location: Littleton/Aurora

Description: Research for two Economic Crime Investigators for fraud investigation; assist Collections Investigator; learn skip tracing. Read case studies, presentence investigations reports; accompany Probation Officer to court hearings and other proceedings. Write synopsis, conclusions and recommendations. The position is going to require research into offenders financial activity.

Majors: ACC, CJC, ACCM

Qualifications: MSU Junior, Senior ACC with prereq ACC 351 or Junior, Senior CJC student with 2.5 GPA. CJC with background in ACC or business. This internship must be done for academic credit.

Not all internships qualify for academic credit for mACC. Internships for credit must have prior approval with your faculty supervisor. Please see your Department for credit approval.

Time Schedule: 10-15 hours per week.

Pay Rate: Volunteer for academic credit.

Application Deadline: Recruit Until Filled
Internship Title: US Dept of State Foreign Service Interns

Agency: Federal agency

Location: Foreign countries, Washington DC or regional offices

Description: Intern duties and responsibilities may vary according to post or office of assignment. For instance, interns may write reports on human rights issues, assist with trade negotiations, assist with citizen’s services or visa work, help Americans in distress abroad, or organize conferences or visits of high-level officials. Others may research economic or environmental issues, write news stories, work on web pages or help produce electronic journals.

Interns with scientific and technical backgrounds might work with issues such as arms control, genetically modified organisms (GMO's), infectious diseases, and remote sensing.

Those interested in management may use their expertise working on projects involving budgets, human resources, information systems, or general logistical support to posts abroad. Some may be involved in educational and cultural exchange activities. Interns are also instrumental in the recruiting of U.S. speakers and specialists for overseas programs.

Majors: AAS, BIO, JRN, CIS, SPE, ANT, ENG, ENV, ECO, MDL, MGT, MET, SOC, BHS, CJC, PSC, HIS, CET, EET, SWK, PHY, WMS, CHE, HCM, PHI

Qualifications: Must be a Junior or Senior by Summer 2014 and returning to school for Fall semester 2014. Must be a US Citizen. Must have medical insurance that covers you overseas. Must pass a background investigation and be able to obtain Secret or Top Secret clearance.

Time Schedule: Summer semester, 2014, full time

Pay Rate: Unpaid. Must receive academic credit.

Application Deadline: November 2, 2013
Internship Title: PT Night Direct Care Counselor

Agency: Treatment Facility

Location: Aurora, CO

Description: This position is open to females with the responsibilities to include: direct supervision, teaching living and socialization skills, disciplining, group and individual counseling, monthly progress reports and parent letters.

Salary: starting pay range: $12.28-$13.65 per hour with health, life and dental insurance tuition assistance, credit union, paid sick and vacation time, defined contribution plan, meals while on duty and more.

Majors: HSP, CJC

Qualifications: 2 yrs of college (minimum of 60 credit hours) or 1 yr full time experience in a job licensed by the Department of Human Services.

Time Schedule: Friday, Saturday and Sunday midnight-9:30am

Pay Rate: $12.28-$13.65 per hour

Application Deadline: Open until filled.
Internship Title: Skip Tracer/Genealogy Researcher

Agency: Private Investigation

Location: Denver, CO or Indianapolis, IN

Description: The non-paid internship position is part-time. The position involves investigating and locating people by working directly with many human and non-human sources such as 3rd party databases and various web sites and verbal communication. The purpose of our searches is to locate the rightful owner of assets that have been transferred from the financial holder to the state’s unclaimed property division.

RESPONSIBILITIES INCLUDE:
- Locate subjects by using 3rd parties databases, Internet and other search tools
- Raw analysis of databases and data management aspects, data preprocessing,
- Data mining of complexity considerations, post-processing of discovered structures, visualization, and online updating
- The ideal candidate for this position is persistent, analytical, and thrives under pressure and also possesses the following skills/experience:
  - Former Genealogy Researcher and Experience a plus
  - Library Science a plus
  - Verbal communication skills
  - Excellent internet navigation research skills/Data Mining
  - Intermediate Microsoft Excel, CRM database skill and related applications
  - Strong oral and written communication skills
  - Attention to detail and accuracy
  - Organizational skills

Majors: ENG, SOC, CJC, PSC, LING

Qualifications: All major may apply but encouraged are Library Science, Computer & Information Science, Criminal Justice, and Informatics Majors.

Time Schedule: Part-time.

Pay Rate: Unpaid for academic credit.

Application Deadline: Open until filled.

03/14/2013
Internship Title: Public Defender Intern

Agency: Law Enforcement

Location: Boulder, CO

Description: The Investigative Intern functions as an entry-level investigator. The Intern will be assigned an Investigator as their supervisor. They are given orientation through materials to read and on-the-job observation by accompanying an investigator as they perform their duties. The Intern will receive hands-on training in criminal investigation techniques and defense theory. Upon completion of training the Intern will be given a caseload of misdemeanor and juvenile cases to investigate on their own.

The skills necessary are good communications skills, good common sense, good "people" skills, and the ability to overcome objections and knowledge of Boulder and Broomfield County. Bilingual skills in Spanish and English are also very helpful. The basic function is to assist the attorney in developing and preparing the client's criminal defense.

The basic tasks will be to locate witnesses, interview them and write reports. The Intern will also obtain records, evidence, and reports serve subpoenas. Internally, the Intern will work with the attorneys, office staff, investigators and a culturally diverse indigent clientele from Boulder County. Externally, the Intern will work with law enforcement officers, jail staff, witnesses, victims, and the district attorney's office and court personnel.

Majors: CJC, PSC, PHI

Qualifications: 2.5 JR, SR A car is needed, as travel throughout Boulder and Broomfield County is required. The internship is limited to those doing it for credit or as a requirement for their graduation.

Time Schedule: 10-12 hours per wk Fall 2013; Summer or Fall 2013 for PSC

Pay Rate: Volunteer for academic credit.

Application Deadline: August 16, 2013
Internship Title: Arraignments Assistant - Boulder

Agency: Government

Location: Boulder County Justice Center

Description: The arraignments office handles the first court appearance for any traffic or misdemeanor violation. At this hearing the Magistrate will hear all cases scheduled for that day's docket. During the arraignment process individuals appearing that day will be informed of their rights and discuss their case with a DA's assistant or Arraignment Assistant. Each defendant will then return before the Magistrate and enter a plea of guilty or not guilty. Those entering guilty pleas will be assessed court fees and fines, pay for any damages as a result of their actions, and have no further court dates. Those entering not guilty pleas will be assigned another court date to further discuss their case.

Explain and process legal advisement and agreements between the District Attorney's Office and those charged with criminal offenses.

Majors: CJC, PSC

Qualifications: Prefer basic knowledge of the criminal justice system. An ability to communicate clearly and concisely with people who may be under stress. Must be able to work quickly, pay attention to detail and make few mistakes. Must be assertive and professional when dealing with defendants.

Time Schedule: One three hour shift per week. Arraignments is held Mon-Thur between the hours of 9:00-12:00 noon.

Pay Rate: Unpaid for academic credit.

Application Deadline: February 28, 2013 by 5 PM.
Internship Title: Sheriff Dept Intern

Agency: Probation Dept.

Location: Boulder

Description: Victim Assistance Program
The Boulder County Sheriff's Office Victim Assistance Program seeks to help victims of crime and survivors of sudden or violent death regain their physical, emotional, social, and economic well being by means of intervention and advocacy.

Restorative Justice
Volunteers are the heart of the Restorative Justice program. It is our volunteers that help make the program successful.

Sheriff's Reserve Program
The Reserve Unit is composed of three section, the Field Operations Reserves, the Jail Reserves, and the Sheriff's Volunteers.

Sheriff's Cadet Program
The Sheriff Cadet program, established in 1973 is a career orientation program that offers interested young men and women between the ages of 16 and 21, the opportunity to experience the law enforcement profession first hand.

Majors: SOC, BHS, CJC

Qualifications: MSCD student with a minimum 2.5 GPA., CJC majors must be of JUNIOR or SENIOR standing, BHS, SOC, HSP majors may be of at least sophomore status.

Time Schedule: Fall 2013

Pay Rate: Volunteer for academic credit

Application Deadline: recruit until filled
Internship Title: *African Speaking Victim Advocate Intern*
Agency: Sheriff
Location: Metro Denver

**Description:** Interns are assigned to various victim assistance agencies, depending on their specific interests and educational background. Typical placements are police departments, district attorney's offices or human service agencies. The mission of the COVA Victim Services Intern Program is to recruit students who represent under-represented populations, and place them in paid positions within victim service agencies. Objectives focus on cultivating career opportunities and increasing sensitivity and awareness in cultural and environmental issues, while advocating victims' needs and rights.

**Majors:** AAS, SOC, PSY, BHS, CJC, PSC, HSP, SWK, CHS, PHI

**Qualifications:** MSU student with at least sophomore status and minimum 2.5 GPA., Must have an interest in victim or human services; Must commit to 15 to 20 hours per week; Must commit to a minimum of nine months, maximum of 1 year; Must maintain a high standard of confidentiality and respect for others.

**Time Schedule:** 15-20 hours per week, 9 month to 1 year commitment.

Volunteer positions for credit are also available with a 10 hr per wk committment for one semester.

**Pay Rate:** $7.64 per hour.

**Application Deadline:** Recruit Until Filled

01/14/2013
Internship Title: **Victim Services Spanish Translator Intern**

**Agency:** City Attorney

**Location:** Downtown Denver

**Description:** The Denver City Attorney's office is looking for Spanish-speaking interns to assist victims through the office's Victim Services program and through the Colorado Organization of Victim Assistance. The intern will be a victim advocate, will provide spoken and written translation, and will learn about the criminal justice system.

**Majors:** BHS, HSP, SOC, SWK, WMS, ANT, ENG, LING, SLHS, SPE, CHS, CJC, PSC, MDL

**Qualifications:** The intern must be bilingual in Spanish and English, or fluent enough to provide spoken and written translation.

**Time Schedule:** One year commitment preferred, 20 hours per week.

**Pay Rate:** Paid (Approximately $8- $9 per hour) This position may not qualify for credit in some majors.

**Application Deadline:** Open until filled.