# Department of Juvenile Services Internship Guide

The Department of Juvenile Services (DJS) is an executive agency whose primary task is to appropriately manage, supervise, and treat youth who are involved in the juvenile justice system in Maryland. The Department of Juvenile Services engages in nearly every stage of the juvenile justice process. To learn more about DJS, visit our website <a href="http://djs.maryland.gov">http://djs.maryland.gov</a>.

### Locations/Sites

The Department of Juvenile Services provides a wide variety of internships with locations across the state (see map below) for current undergraduate and graduate students. Internships are available in our community offices, evening reporting centers (ERCs), detention centers, treatment facilities, and headquarters.

## **Experiences**

Interns will engage in a variety of activities related to the juvenile justice system. Individual intern assignments will vary, but some duties may include: developing treatment service plans, identifying community resources, screening and processing young people entering the juvenile justice system, participating in court hearings, assist in monitoring youth who are on probation, and preparing documents for court hearings.

# Maryland Department of Juvenile Services Regional Map ICC Baltimore City Central Western Eastern Shore Metro Southern

### Qualifications

- Student Interns must be at least 18 years old and must be attending college or graduate school
- Must agree to submit to a records background check
- Students should have sufficient background & maturity to handle confidential information
- Excellent verbal and writing skills
- Interested in learning about juvenile justice practices & reforms

# **Application Process**

Apply

- Complete & submit application by the deadlines listed below.
- After your application has been reviewed you will be sent an email to schedule fingerprinting.
- Once all background clearances are received your references will be contacted.
- An interview will be scheduled with your site supervisor.

• You will be required to participate in a training prior to starting your internship. Training dates are listed below.

# Training

# 2018-2019 Dates and Deadlines:

Fall Semester 2018

Application Deadline: August 10, 2018

# Spring Semester 2019

Application Deadline: January 3, 2019 Mandatory Training Date: TBD

## Summer 2019

Application Deadline: April 17, 2019 Mandatory Training Date: TBD