



Volunteer and Intern Services Program
Department of Community Justice
421 SW 5th Ave., Portland, OR 97204-2205
Phone: 503.988.5634
Fax: 503.988.4132
www.multco.us/dci/dci-volunteers

Internship Program
Application and Placement Process
2023-24

Undergraduate Internships require a minimum commitment of 8 hrs / week for 6 months
Graduate Internships require a minimum commitment of 10 hrs / week for 9 months

1. Submit an Application Packet

a. A complete packet includes the following:

- Resume / CV
- Application and Supplemental Questions (completed on-line)
- References

Internship Start	Application deadline
Winter 2022-23	September 23rd, 2022
Spring 2023	January 6 th , 2023
Summer 2023	March 31st, 2023
Fall 2023	June 23rd, 2023

Forms should be emailed to: Stephanie Bolson, Volunteer and Intern Program Manager at stephanie.bolson@multco.us

2. Attend an Interview

- a. Applicants who pass initial screening will have the opportunity to learn more about DCJ and interview with staff offering internship placements.
- i. Please come prepared with the following
- Resume or CV
 - Questions about internship duties, expectations and supervision.
 - Be prepared to answer questions about your qualifications, desired outcomes and requirements for your internship.

Interview Dates

Winter Placement	October – November 2022
Spring Placement	February - March 2023
Summer Placement	April – May 2023
Fall Placement	July - August 2023

3. Provisional Acceptance & Background Investigation

- a. If you are selected for a placement, you will receive provisional acceptance and a Statement of Personal History (background form) to complete following the interview.
- b. A background investigation will be completed and results provided approximately 4 – 6 weeks following provisional acceptance.



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4. Internship Acceptance

- a. Following the successful completion of a background investigation, you will be fully accepted in to the program. You will receive an Acceptance Packet containing important instructions for next steps and an invitation to the Intern Orientation.
 - i. **ID/Fingerprinting:** Your acceptance packet will contain information on how to make an appointment to complete fingerprinting and have an ID badge made. This must be completed prior to orientation.

5. On-Site Interview

- a. You will be responsible for contacting your Internship Supervisor and scheduling an on-site interview where you will tour the placement site, meet team members and complete additional paperwork

6. Orientation

- a. This mandatory Orientation will provide you with basic information on making the most of your internship with the Department of Community Justice. (Dates are tentative)

Orientation Dates

Placement	Orientation
Winter Placement	January 9 th , 2023
Spring Placement	April 3 rd , 2023
Summer Placement	June 26 th , 2023
Fall Placement	September 25 th , 2023

7. Training, Evaluation & Time Keeping

- a. As a part of your learning experience, you will be asked to participate in on-going training and may have the opportunity to attend training relevant to your degree or placement.
- b. You will also be asked to participate in evaluations of your experience and your progress towards your identified learning objectives. These evaluations are completed at 3, 6 and 9 months.
- c. A requirement of your internship is tracking the time you spend at your internship site, or performing duties related to your internship. You will be provided instructions on how to enter your time each month using the on-line Volunteer Information Center.

8. Internship Start and End Dates

- Undergraduate Internships require a minimum commitment of 8 hrs / week for 6 months
- Graduate Internships require a minimum commitment of 10 hrs / week for 9 months

Placement	Start Date	End Date - Undergrad / Associates	End Date - Masters
Winter Placement	January 9 th , 2023	June 2nd, 2023	September 1st, 2023
Spring Placement	April 3 rd , 2023	September 1st, 2023	December 1st, 2023
Summer Placement	June 26 th , 2023	December 1st, 2023	March 1st, 2024
Fall Placement	September 25 th , 2023	March 22nd, 2024	June 21st, 2024