

# WARREN COUNTY STUDENT INTERNSHIP POLICY

## PURPOSE

Warren County Common Pleas Court offers internships in an effort to provide individuals a wide variety of educational disciplines the opportunity to apply traditional academic classroom learning to actual work experience. The Court strongly believes that internships are an important tool in recruiting, developing and retaining innovative people in local government and an important part of assisting the Court in meeting the needs of today while preparing the workforce of the future.

Warren County Common Pleas Court provides three different programs for interns seeking to gain work experience. These are:

1. **Volunteers**
2. **Unpaid Interns**
3. **Paid Interns**

Each County Department will be responsible for administering the Internship program within their department and ensuring the following Warren County Common Pleas Court Internship guidelines are followed.

## POLICY

### Definitions

- I. **Volunteers** – All volunteers will be hired through the Court Administrator. Departments wishing to recruit volunteers will contact the Court Administrator. Departments are also encouraged to develop contacts with educational institutions as well as departments within educational institutions to build a referral network for students looking to gain work experience in a specific field or area.

**Unpaid Interns** – Students working as unpaid student interns will be receiving school credit or required work experience for their internship. These students earn only units of credit authorized and conferred by the school of attendance. Students must be enrolled in college level coursework to qualify. Interns will not be used to supplement existing County positions.

**Paid Student Interns** – The Court will maintain a continuous recruitment for paid student legal interns. Applications will be maintained on file for six months in the Court Administrator's office. Candidates for paid legal internship positions will be required to complete a County application.

In order to qualify for a paid internship the student would have to meet the following criteria:

1. Must be a law school student and be enrolled in a four-year educational institution.
2. Must have a letter of recommendation from an instructor at the educational institution where they are currently enrolled.
3. Must have a current cumulative GPA of at least 2.5. (Student may submit copy of last grade report with cumulative GPA.)
4. Demonstrate strong verbal and written communications skills.
5. Have strong initiative and ability to work independently.
6. Meet Department-Division specified qualifications.
7. Receive approval from Judicial staff.

## **II. Recruitment of Interns**

Each Department will be responsible for identifying and communicating with educational institutions that enroll students in a degree or area of study that could be utilized by the Department.

Departments may work directly with the schools in the recruitment of unpaid student interns. Departments wishing to utilize paid interns will need to work with the Court Administrator to review existing applications. In all situations Departments may contact schools directly to notify students and professors of student internship opportunities. Departments are also encouraged to participate in job fairs at local schools to promote student internship opportunities.

### **I. Orientation and Training**

Prior to beginning an intern assignment, all student interns will be required to meet the pre-employment requirements (background check) of their assigned Department.

All Student interns whether volunteering, receiving units of credit, or paid, will be provided with the Employee policies and will sign the policy acknowledgement form. In addition, they will receive and sign any Department specific policies. The Department will also be responsible for orientating students to the organization.

Orientation should include:

- A tour of the Department and introduction to staff the student intern will be working with;
- Information on the history, vision and services of the Department;
- A clear list of expectations, job duties and goals; and,

- A list of the resources available to the student intern. This should include a workstation that has been set up for the student intern as well as the items needed by the intern to be successful in the performance of their job duties.

## **II. Evaluation of Students**

All student interns should be provided with ongoing feedback on how well they are meeting the goals and expectations of their position.

All student interns, whether unpaid or paid, will receive a performance evaluation.

## **III. Time Period of Internship Appointment**

The length of the internship will vary based on assignment and the organization's needs. However, paid student interns who no longer meet the eligibility requirements for a paid internship, will not be allowed to remain as a paid intern.

## **IV. Transition to a County Position**

Interns completing their education or who wish to transition to a specific County Position will need to participate in the County recruitment process. Departments will be responsible for providing direction to interns regarding the County's recruitment process.