



DISTRICT OF COLUMBIA COURTS INTERNSHIP PROGRAM



Division: Research and Development Division

Description:

The Research and Development Division conducts social science research studies, best-practices research, program evaluations and performance assessments of court operations and administrative functions; designs, administers and analyzes court wide surveys; secures and administers grant resources to support court initiatives; designs pilot programs and court improvement projects; and compiles and disseminates caseload and other performance information to judges, court managers and the public.

The staff consists of eight professional and technical staff with education and experience in social science research, statistical analysis, policy development and grant administration, and one administrative support professional.

Internship Responsibilities:

The Research and Development Internship Program requires students to commit 10 hours per week over a 12 week period (generally hours are split between two days) and seeks to balance research activities (e.g., data collection, coding, and preliminary analysis; literature reviews; internet searches; etc) in a learning environment where the intern has the opportunity to observe and discuss a variety of court processes (e.g., criminal and family courts, small claims, the appeals court, etc). The internship is particularly suitable for criminal justice and social science majors or students interested in future employment within the criminal justice system.

Qualifications:

The applicant must be in their third/fourth year of an undergraduate program, in graduate school, or in law school. The student must be in good standing at his/her university with a GPA of 3.0 or higher. Finally, all interns are required to pass an FBI criminal background check.

Application Process:

Applications should include the following:

- A District of Columbia Internship Application Form
- A CV (Curriculum Vitae)
- An unofficial transcript
- Contact information for two references

Please send all application packets to:

**Fetneh A. Fleishmann
District of Columbia Courts
Human Resources Division
500 Indiana Avenue, NW
Washington, DC 20001.
Phone: (202) 879.2887; Fax: (202) 879.2889**