

## Missouri State University Practicum Site Questionnaire

Name of site U.S. Probation

Address 222 N. John Q. Hammons Parkway

City, State Zip Springfield, MO 65810

Phone 417-225-7760

Fax 417-864-6583

Contact Person Adam Szura

Email [adam.szura@mow.uscourts.gov](mailto:adam.szura@mow.uscourts.gov)

Website address [http://www.mow.uscourts.gov/probation\\_pretrial/](http://www.mow.uscourts.gov/probation_pretrial/)

### Your Site

Description of the activities that occur at your site:

It is our mission at the United States Probation and Pretrial Services Office for the Western District of Missouri to facilitate the administration of justice, make our communities safer, and bring about long-term positive change in the individuals under supervision. We accomplish this by:

- providing the Court with thorough, accurate, and objective information upon which to base bond and sentencing decisions;
- protecting our community by monitoring defendants and offenders and enforcing court orders; and
- addressing the needs of defendants and offenders through continuity of services and effective use of community resources.

Because we are committed to our mission, we are confident our vision will be fulfilled to exemplify the highest ideals and standards in community corrections.

Description of practicum students' duties at your site:

The U.S. Probation and Pretrial Services Office for the Western District of Missouri is presently accepting applications for internship positions. Interns are granted the opportunity to assist with Pretrial Services, Presentence Investigations, Post Conviction Supervision, and/or special projects. Intern applicants are preferred to have educational and/or work backgrounds in the following areas: criminal justice, criminology, law, psychology, social work, sociology, human relations, and business or public administration. Applicants

must be able to work approximately 20 hours per week during normal business hours (Monday through Friday, 8 a.m. to 5 p.m.) over the course of a 3 to 4 month period. Interns will typically serve for one complete academic term (fall, spring, or summer). All applicants are required to undergo and pass a local and national criminal background check.

Type of population with which students would be working (e.g., adults, adolescents, children, physically challenged, cognitively challenged, etc.):

Adults

## **Our Students**

### **Undergraduates**

Our undergraduate students typically are juniors and seniors with 17-35 credit hours in Psychology. There are exceptions. If you have any special requirements for students who apply at your practicum site, please describe them.

### **Graduate Students**

Our graduate students are students at the end of their first year or some time during their second year in the clinical track of our graduate psychology program. These students need direct service contact with clients, and also need weekly supervision from a licensed mental health professional. Is your site interested in working with our graduate students?

## **Hours, Pay, and Commitment**

Days and time of days on which you need practicum students:

Is this a paid practicum? Yes \_\_\_\_\_ No  X

If yes, what is pay rate?  N/A

What length of commitment (e.g., semester, three months, six months), do you expect from the student?

## **Application Process**

What is the preferred application process (e.g., email/mail resume/schedule an appointment)?

Prospective interns shall provide/complete the following items during the course of the application process:

1. Cover letter providing general information pertaining to the applicant and their interest in the U.S. Probation and Pretrial Services Office
2. Resume
3. [Application for Judicial Branch Federal Employment \(AO Form 78\), U.S. Probation and Pretrial Services Intern Application](#), and [Authority to Release Information Form](#)
4. Writing sample (i.e., school paper)
5. List of three employment and/or educational references
6. School transcripts
7. Copy of a government issued identification
8. Copy of internship requirements from applicant's respective school, if applicable

Application materials shall be forwarded to:

The United States Probation Office  
400 East 9th Street, Suite 4510  
Kansas City, MO 64106  
ATTN: Matthew Falkner, USPO

Please provide any other information that would be useful in helping our students to make more informed choices.

The criminal justice system is a primary provider of mental health services in the United States. This could be an excellent opportunity for someone with a psychology background to make an impact on the community, or just to learn more about the criminal justice system and how it operates.

**Thank You!**

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Thank you for your help in working with our students.

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