
SYDNEY INSTITUTE OF CRIMINOLOGY INTERNSHIP PROGRAM

The Institute of Criminology's Internship Program is open to undergraduate and postgraduate students of Sydney Law School.

This is a recently established program undertaken on a pro-bono basis. One internship position is currently offered in each semester of the academic year. Interns must be available to work one full (8 hour) day per week (or equivalent by agreement) for the duration of one semester (10 weeks). Students can also apply for admission to the program by intensive mode during winter and summer break.

The Internship Program will be of interest to those students seeking to gain experience in an organisation devoted to research and public policy in the area of criminal justice. Interns will be provided with the opportunity to participate in a broad range of Institute activities and to interact, both formally and informally, with Institute staff members.

The Institute's Internship Program may be undertaken as credit towards the External Placement Program in Sydney Law School's undergraduate program. For further information about the External Placement Program see the Faculty of Law, Undergraduate Units of Study Descriptions at:

<http://www.law.usyd.edu.au/cstudent/undergrad/timetables.shtml>

Intern Activities

Interns undertake a broad range of Institute activities, which may include:

- General research work for the Institute;
- Undertaking research for, and liaising with, staff members in relation to a discrete research project;
- General administrative duties in support of the Institute's work e.g. filing, photocopying, updating the Institute's website, organising Institute functions;
- Attendance at seminars, colloquia and other meetings;
- Editorial work with respect to the IC monograph series and other Institute publications;
- Work in support of the Institute's journal, *Current Issues In Criminal Justice*, and other publications; and
- Drafting correspondence, submissions, reports and other documents.

Interns report to the Director(s) of the Institute and will work closely with the Institute's Administrative Assistant and any other nominated member of staff.

Applicants for the Internship Program should possess the following skills/attributes:

- High levels of motivation;
- Ability to work independently and on his/her own initiative;
- Excellent interpersonal and communication skills;
- Good computer literacy including Microsoft Word, e-mail and internet;
- Good analytical and writing skills;
- Interest and/or experience in criminology, criminal law, criminal processes, interdisciplinary research;
- Experience in undertaking internet-based research using different legal source websites;
- Superior organisational skills; and
- Understanding of and respect for the importance of confidentiality in relation to their work.

How to apply

An application for the Internship Program consists of:

1. A cover letter, which sets out:
 - Why you wish to be considered for an Intern position;
 - The dates of when you would be able to take up your position;
 - Highlight the areas of law and/or criminological research that you are interested in; and
 - Outline your research experience [maximum 250 words].
2. Full curriculum vitae.
3. A copy of your academic transcript.
4. Details of two academic referees who can comment on your academic background, personality and suitability for the Internship Program if contacted by Institute of Criminology staff members.
5. Writing sample - the writing sample could be an essay that you have written for your degree or a report or other paper that you have written on a topic that is of interest to you.

Send an electronic copy of your application to Ms Louisa Di Bartolomeo, Administrator, Sydney Institute of Criminology at law.criminology@sydney.edu.au.

When to apply

In order to be considered for a certain intake, your application materials should be sent to the Institute by no later than the following dates.

INTAKE	CLOSING DATE
Semester 1 2010	APPLICATIONS CLOSED
Winter break 2010	APPLICATIONS CLOSED
Semester 2 2010	1 July 2010
Summer break 2010-2011	1 November 2010

Selection Criteria

Interns will be selected on the basis of the following criteria:

- Demonstrated capacity to work independently and co-operatively as part of a team;
- Demonstrated experience in undertaking research;
- Demonstrated experience and/or interest in Criminology, Criminal Law or related areas;
- Superior communication skills;
- Experience and/or interest relevant to a current project within the Institute; and
- Demonstrated understanding of the duty of confidentiality.

Previous projects and tasks undertaken by interns

- Research on measuring victims' access to justice
- Preparation of ethics applications
- Assistance with literature reviews
- Liaising with researchers and agencies for research projects
- Assistance with book promotion

Intern Undertakings

Interns will be expected to sign an Internship Agreement and thereby commit to the following undertakings:

- **Confidentiality:** Interns must maintain strict confidentiality in relation to all work undertaken within the Institute that is related either to internal or external matters or that is incidental to the work as an Intern. This duty of confidentiality extends beyond the term of the Internship.
- **Weekly Report:** Interns will be required to provide a brief report (usually via email) at the end of each week to a nominated member of the Institute. This report should include a brief outline of the work undertaken, work delegated but not completed, problems encountered (if any) and any other comments or reflections by the Intern.
- **Provide feedback on the Internship Program:** at the conclusion of the Internship interns will complete a short survey on the Internship experience.

Goals and objectives of the Internship Program

The Internship Program offered by the Institute seeks to provide students with a positive, rewarding and challenging educational and professional experience that is enhanced through completion of guided tasks and supervision by Institute staff. More specifically, the Internship Program seeks to offer interns an opportunity to:

- Advance their research capacity, skills and experience;
- Develop a range of professional and personal skills including strong communication and organisational skills;
- Gain an understanding of the Institute and the work it undertakes;
- Opportunity to be an active participant in a research-active cluster;
- Build an ongoing network of research and/or professional contacts; and
- Use the intern experience as an introduction to future postgraduate research and/or employment in a related field.

The Internship Program also seeks to provide Interns with ongoing constructive feedback on the work they undertake.

The Internship Program is committed to building a mutually beneficial and reciprocal relationship between the Institute and Intern, which is grounded in mutual respect, collegiality and ethical practices.

If in the course of undertaking the Internship Program, the Intern encountered any difficulties or problems, he or she would be able to contact the Director(s) of the Institute for advice regarding the matter and where appropriate be directed to other members of staff the intern could consult.