



Undergraduate Summer Internship Program Judge Stephen P. McGlynn

Judge McGlynn offers a limited amount of unpaid internships for undergraduate students during the summer. The internship program exists to give college-level students the opportunity to acquire first-hand federal experience, including knowledge and skills in the criminal justice and public administration professions. Although the internship is unpaid, it offers students invaluable hands-on experience and knowledge working inside a United States District Court chambers.

The intern will be assigned both Civil and Criminal matters to evaluate and research; will attend in-court hearings and/or trials in both Civil and Criminal cases; and will meet with the Judge to discuss the nature and merits of pending matters. In doing so, the intern will be given the opportunity to offer input on matters assigned to him or her and will be required to prepare written memoranda for the Court on issues and matters assigned by Judge. The intern will also be introduced to the Federal Sentencing Guidelines and develop a working understanding thereof.

Interns are considered a direct reflection of the Court, therefore the highest standard of conduct, confidentiality, and appearance are both expected and mandatory.

Requirements:

In order to participate in the Internship Program, a candidate must:

- Be a U.S. Citizen or eligible to work in the United States
- Be enrolled in an undergraduate degree seeking program or have graduated from college.
- Adhere to the rules, regulations and policies of the court including the Code of Conduct for Judicial Employees which is available to applicants for review upon request.
- Be able to pass a background investigation for security clearance.

Qualifications:

It is expected that interns have:

- General knowledge of office practices and equipment;
- Basic skills in office administration to include typing, data entry, file maintenance, record keeping, and presentation preparation;
- Excellent communication, interpersonal, and organizational skills, which include the ability to manage multiple tasks and deadlines;

- Understanding of the importance of the confidentiality issues inherent to the Court; and
- Ability to exercise mature judgment.

Gratuitous Service:

Services of an appointed intern are to be rendered solely as a volunteer. Participant(s) thereby waive any claim or right to receive a salary or other compensation in consideration of the performance of the duties assigned. The intern is not entitled to receive Federal Employees' Retirement System credit, Civil Service Retirement credit, or other related personnel benefits as a consequence of this voluntary internship.

Work Hours:

Work hours will be established in accordance with office need and may meet requirements of school credits associated with some educational programs.

Application Process:

Those interested in being considered for the internship program are invited to submit an application packet composed of the following:

- Resume
- Current Transcripts
- Letter of Recommendation from faculty advisor

Applications will not be considered complete until all of the items listed above have been received. Hard copies will not be accepted. Please email your complete application packet to SPMpd@ilsd.uscourts.gov on or before February 28th of the calendar year for which you are applying. Only applicants selected for an interview will be notified. The Court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.