



## **Internship Program**

### **Undergraduate/Graduate Students**

If you are seeking an excellent learning experience in the human services field, consider becoming an intern with Communities In Schools of Lake County, located in East Chicago, Indiana

**Who:** Majors in Criminal Justice, Psychology, Sociology, Social Work or related Social Sciences and Business.

**What:** Gain professional knowledge and skills while earning credits toward graduation.

Gain exposure to various components of community social services and working within a public school setting.

Gain vital experience required by future employers.

**Why:** To prepare to enter the work force after graduation.

**When:** Per semester guidelines, internships are offered throughout the year for flexibility in scheduling.

**Where:** Communities in Schools of Lake County  
100 West Chicago Avenue  
East Chicago, Indiana  
46312 219-378-9114  
[www.cislakecounty.org](http://www.cislakecounty.org)

### **Internship Minimum Requirements**

- Completion of required undergraduate/graduate studies prior to applying for an internship.
- Time commitment preferred is a full semester of 13 weeks with a minimum of two full days worked each week.
- Selection is determined through the recommendation from educational facility, an interview process and a criminal background check.
- Assignments or project will be based on academic background, interest of the student, staffing needs of the program and supervisor availability.
- A strong interest in working with high school aged youth and their families.

### **Potential Experiences and/or Projects**

- Become familiar with community-based resources
- Learn how CIS tracks and maintains cases through its information systems
- Public relations/web site management/social networking
- Develop and monitor a CIS attendance program
- Develop and manage a mentor program
- Work with students on a service learning project
- Work with students on a job shadowing program
- Observe all facets of a non profit organization – management and program implementation