

INTERNSHIP

- PRACTICE
- EXPERIENCE
- TRAINING
- SKILLS

INTERESTED IN
YOUTH JUSTICE
RESEARCH?

SEND YOUR RESUME &
WRITING SAMPLE TO:

youthjustice@albany.edu

MORE INFORMATION:

www.albany.edu/yji



Youth Justice
Institute

An initiative of the Division of Criminal Justice Services,
Office of Children and Family Services and University at Albany



ABOUT YJI INTERNSHIPS

Students working at the YJI are referred to as “YJI Scholars.” They comprise undergraduate- and graduate-level students from several departments within the University (e.g. Data Sciences, Social Welfare, Business, School of Criminal Justice, etc.) and beyond. YJI Scholars participate in high-level meetings with stakeholders and are actively involved in research projects, from planning to diverse output and dissemination. Importantly, Scholars perform a generative role, offering ideas for the future of youth justice and current issues of interest. For example, to date, our Scholars have:

- ▶ assisted in designing and publishing the YJI’s new website and two microsites;
- ▶ produced a podcast on cyberbullying and are planning another episode to be launched in 2022;
- ▶ organized monthly and ad hoc events that attract hundreds of registrants each and receive thousands of asynchronous views on YouTube and Facebook;
- ▶ created and published several interactive dashboards;
- ▶ assisted in grant writing; and
- ▶ engaged in a myriad of other activities related to social media.

FREQUENTLY ASKED QUESTIONS ABOUT YJI INTERNSHIPS

What makes a successful YJI Scholar?

- ▶ Able to work independently and in a team environment
- ▶ Able to shift between projects
- ▶ Full of questions/eager to learn new things
- ▶ Strong communication skills
- ▶ Attentive to detail



**Youth Justice
Institute**

An initiative of the Division of Criminal Justice Services,
Office of Children and Family Services and University at Albany

FREQUENTLY ASKED QUESTIONS ABOUT YJI INTERNSHIPS

What are the academic requirements?

- ▶ Have at least 1 year remaining in degree program
- ▶ 10 hours per week (synchronous but flexible)
- ▶ GPA of at least 3.50

What should I do if I want to be a YJI Scholar?

- ▶ Email your resume and a writing sample to youthjustice@albany.edu.
- ▶ Fill out [this survey](#) (changes each semester; if you have submitted for a previous semester, please submit again).
- ▶ For the Spring 2023 semester, priority will be given to applications received by Friday October 21, 2022 though we will continue to review incoming submissions on a rolling basis.
- ▶ Only full applications will be considered.

I've sent my materials; what's next?

- ▶ You may be contacted to schedule a time to meet with members of the YJI team.
- ▶ We have variable capacity from semester to semester, depending on projects. This determines how many Scholars we can take on in a given semester. If you are unsuccessful your first time and still meet the criteria, we encourage you to apply again in later semesters.

What are the schedules like?

- ▶ We follow the University's academic calendar for semester start and end dates.
- ▶ Since moving online, we have two daily check-ins (one at 10am, the other in the early afternoon) that Scholars attend when they overlap with their shifts.
- ▶ We have once monthly staff meetings. We do our best to schedule these when everyone is on shift, but if this is not possible, we ask that you change your hours the week of staff meetings to attend (the exception would be an academic class conflict).



**Youth Justice
Institute**

An initiative of the Division of Criminal Justice Services,
Office of Children and Family Services and University at Albany

FREQUENTLY ASKED QUESTIONS ABOUT YJI INTERNSHIPS

What does an internship at the YJI **NOT** involve?

- ▶ We do not work directly with youth.
- ▶ Scholars do not fetch coffee or make copies.

What do I learn from the YJI?

- ▶ In addition to learning about how Youth Justice operates in New York State, you will get hands-on research experience.

Do I need to have prior knowledge of youth justice to become a YJI Scholar?

- ▶ No! We just require that you have a willingness to learn and a passion for social issues.

What are some of the tasks/projects Scholars work on?

- ▶ The YJI works with multiple external state partners, which means that we always have new projects beginning. Flexibility is key!
- ▶ We have various projects that Scholars work on including news coding, Info Thursdays, notetaking during internal and external meetings, literature reviews, and preparing materials for public dissemination.

You mentioned software programs. Do I need to know specific software(s)?

- ▶ We provide onboarding training for all software that you will use as a scholar.
- ▶ Some more advanced software, such as Tableau (a data visualization program) and Stata (a statistical analysis package), require more training and will be contingent on the capacity in a given semester. If you are already familiar with these or other specialized programs, please list them in your resume.



**Youth Justice
Institute**

An initiative of the Division of Criminal Justice Services,
Office of Children and Family Services and University at Albany