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# Department of Sociology Internship Handbook

The LSU Sociology internship grants undergraduate students the opportunity to work with local organizations working in the Baton Rouge community. Student interns apply concepts and lessons from the classroom while also earning valuable real world experience.

Our internship boasts a broad array of community partners, all of which have a strong commitment to improving Baton Rouge and the world overall. Our interns have helped collect data to aid city prosecutors, tutored local students, helped tend community gardens and much more.



## **Internship Requirements:**

- At least 75 student credit hours earned by the time you are enrolled
- A 2.5 GPA

## **Internship Sign Up Process**

1. Pick up the Internship Application from the Sociology office in 126 Stubbs Hall.
2. Fill out that form completely, including a listing of your preferred internship site and a backup site.
3. Submit the form in to the Sociology front office in 126 Stubbs Hall.
4. Once your internship site has been chosen and you have been accepted, the course will be added to your schedule by the instructor. Do not add the course manually.

**Potential internship sites are listed on the following pages.**

**Applications are due April 5, 2019**

## The East Baton Rouge Parish District Attorney's Office Crime Strategies Unit, (CSU)



**Mission and Purpose:** The East Baton Rouge Parish District Attorney's Office created the Crime Strategies Unit ("CSU"), whose mission to develop and implement intelligence-driven prosecution strategies that address crime issues and target priority offenders. Prosecutors team with investigators, community affairs liaisons, and National Guard Counter-Drug Intelligence Analysts to identify opportunities to reduce and prevent crime by improving the timely and accurate sharing of criminal intelligence throughout the District Attorney's Office and among all law enforcement agencies. The Crime Strategies Unit works closely with the Baton Rouge Police Department, East Baton Rouge Sheriff's Office, and other law enforcement agencies and members of the community to identify groups and individuals most responsible for committing crimes that impact our communities, from violent crimes to lower-level, quality-of-life offenses

**Intern Responsibilities:** Interns will listen to booking calls and jail calls when assigned by the CSU analyst. ADAs, LEAs or Investigators will request that a certain defendant be monitored. Interns will monitor and document notes in ICSolutions as well as a WORD document in the Intern folder on the sharedrive. Interns will also be requested to update and document NIBIN leads, researching offender's criminal histories, examining social media footprints, working with mapping data, and gathering and collecting other forms of intelligence for law enforcement purposes.

**Available Positions:** CSU has opportunities for 10 interns in the Fall and 10 interns in the Fall.

**Application Specifics:** Prospective interns must pass a background check and an interview with the director of the program and LSU faculty. Contact Michael Barton [mbarto3@lsu.edu](mailto:mbarto3@lsu.edu) to schedule an interview.

# 19th Judicial District Court Judge Donald Johnson



**Mission and Purpose:** Judge Johnson's office is located at the 19th Judicial District Court. Judge Johnson presides over traffic court, criminal court, and drug court.

**Intern Responsibilities:** Interns will assist Judge Johnson with research projects, grant writing, and assisting court staff with various tasks.

**Available Positions:** Summer and Fall 2019: 2 intern positions available (unpaid).

**Application Specifics:** Potential interns must submit their resumes to [jereeves@brla.gov](mailto:jereeves@brla.gov)

# Louisiana Division of Probation and Parole, Baton Rouge District



**Mission and Purpose:** The Louisiana Division of Probation and Parole supervises people placed on probation by the court system in lieu of prison and people placed on parole after being release early from prison. Our two primary goals are to provide the tools necessary to make reentry successful and to keep the public safe.

**Intern Responsibilities:** Interns undergo an orientation period where they observe staff working in a professional office setting. Interns are guided by the intern supervisor and placed with officers who sign up new people on supervision. Once the intern is comfortable, the intern will complete the new case sign up while the officer watches. At some point, the intern should be comfortable completing these procedures alone. The intern will be given a tour of the Nineteenth Judicial District Court with a probation officer and sit in on live court hearings, meet judges, and see the offices of the district attorney and clerk of court. The intern will be assigned an independent project during the semester. An example of such a project is to conduct all office visits for an officer who may be out on extended leave. Interns do not make visits in the field. The safety of the intern is of utmost importance.

**Available Positions:** The Baton Rouge District Office of Probation and Parole generally affords one or two unpaid internships each fall and spring semester. We choose students from post high school institutions from around the Greater Baton Rouge area.

**Application Specifics:** The prospective intern must complete an application in person, pass a background check, pass a drug screen, and pass a criminal record check.



# Louisiana Parole Project



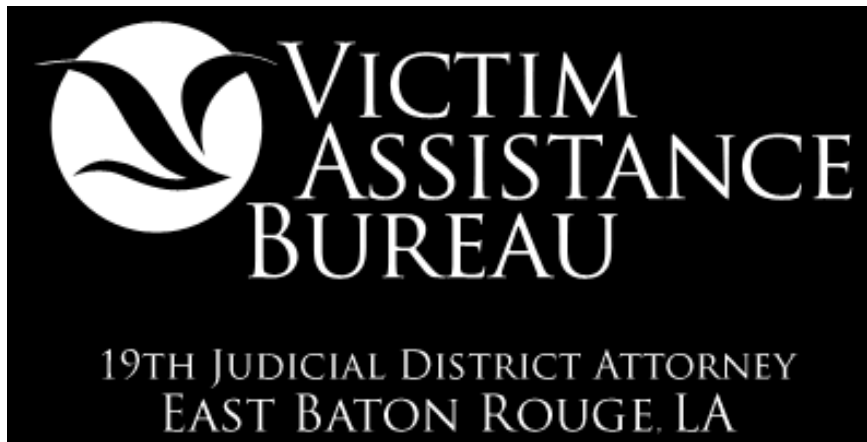
parole  
project

**Mission and Purpose:** Parole Project is a 501(c)(3) nonprofit organization that serves parole eligible persons who have been incarcerated for 25 years or more. We provide legal representation through our staff counsel and the LSU Law Center Parole Clinic. We provide transitional housing and a multiphase reentry program that prepares them for a world greatly different from the one they left behind. Our mission is to see every client reach their full potential and become productive members of their families and communities.

**Internship Tasks:** Interns at Parole Project will do a variety of tasks. They become an integral part of our administrative team helping to maintain client files; they assist in outreach projects that include information tables at community functions; planning of a fund raising event, and involvement in Parole Project's social media presence; interns also go on field trips to parole hearings at the Department of Corrections headquarters and to callouts at the institutions where the clients are

**Available Positions:** Parole Project has opportunities for 4 to 5 interns for both the summer and fall semesters.

**Application Specifics:** Prospective interns must submit a resume and attend an interview with the executive director or deputy executive director.



**Mission and Purpose:** The Victim Services Division of the 19th JDC District Attorney's Office provides comprehensive advocacy and support to victims and witnesses of crime. The Victim Services Division offers free services in English, and Spanish. Our Victim Advocates work to ensure that crime victims and their families are provided the services and information necessary to be an integral part of the criminal case process. It is our mission to ensure that victims are treated fairly and that their voice is heard.

**Intern Responsibilities:** Student interns will be conducting a variety of court related tasks including, but not limited to assisting crime victims, assisting with crisis counseling, assisting with client intakes and assisting with front office responsibilities.

**Available Positions:** The Victim's Assistance Bureau has openings for 2 interns in the Summer, 2 in the Fall.

**Application Specifics:** Prospective interns must pass a background check and an interview with the director of the program.

# The Gardere Initiative



**Mission and Purpose:** The Gardere Initiative is designed to address substance abuse and other social ills in the Gardere area that adversely affect the children, neighboring subdivisions, and the City in general through spiritual intervention, collaboration and partnerships.

**Internship Tasks:** There are several roles available in this organization. All interns will be likely doing admin work,

**Available Positions:** The Gardere Initiative has openings for 5 interns in the Summer and 7-8 interns for

**Application Specifics:** Prospective interns must submit a resume and attend an interview with the executive director or deputy executive director.



# The Louisiana Environmental Action Network



**Mission and Purpose:** The Louisiana Environmental Action Network (LEAN) is a community based not-for-profit organization that has been working since 1986 to resolve the unique environmental struggles present in Louisiana. Through education, empowerment, advocacy, and support; LEAN provides the necessary tools and services to individuals and communities facing environmental problems. Problems that often threaten their health, safety and quality of life.

**Internship Tasks:** A sociology intern would be tasked with further developing LEAN's archive of this important aspect of our states history. Work would be focused on research and data organization.

**Available Positions:** Lean has opportunities for 1 to 2 interns for both the summer and fall semesters.

**Application Specifics:** Prospective interns must submit a resume and attend an interview with the executive director or deputy executive director.

# Louisiana Resource Center for Educators



**Mission and Purpose:** To recruit, select, and train highly qualified and certified teachers for Louisiana schools. To provide professional development opportunities to Practitioner and/or new teachers through Learning Teams. To observe, mentor, coach and encourage Practitioner and/or new teachers in the classroom

## **Summer Internship Tasks:**

Assist with multiple duties with our summer camp program. Engagement with children, their parents, and current cohort members. There will also be engagement with the surrounding community. Creating news letters to current cohort members, assisting digital content, reaching out to parents, practitioners in program, and future applicants. The ideal candidate will learn to write compelling content. Interns will gain experience in project and event management, public relations, and logistics.

## **Fall Internship Tasks:**

Creating news letters to current cohort members/practitioners, assisting digital content, reaching out to future applicants, etc  
The ideal candidate will learn to write compelling content. Interns will gain experience in project and event management, public relations, recruitment, and logistics.  
Engagement with current teachers, potential cohort applicants and

**Available Positions:** LCRE has openings for 2 interns in the Summer and 2 interns for Fall

**Application Specifics:** Prospective interns must submit a resume and write a short essay on the role of parents in education.

# SPORTQUEST

**Mission and Purpose:** SportQuest is a global Christian missions organization. In Baton Rouge, The organization is planted in the Gardere neighborhood where they facilitate youth sports and recreation activities and partners with other community organizations in various community development activities.

## **Internship Tasks:**

**Fall:** coaching football or soccer, leading a weekly youth night that includes Bible study, dinner, and games

**Spring:** coaching soccer or basketball, leading a weekly youth night that includes Bible study, dinner, and games

**Available Positions:** 3 for Summer and 3 for Fall.

**Application Specifics:** Spanish language ability would be a plus for this internship. Though is this a religious organization interns are not obligated to participate in the religious activity involved.

## Frequently Asked Questions

### **How many hours does the class count for?**

You can take the class for up to 3 credit hours. Credit hours scale with the number of hours the internship is taken for, so 1 credit hour = 40 hours, 2 = 80, 3 = 120.

### **What kind of work is required for the class?**

Students will have to write 1 short essay assignments, attend 3 meetings throughout the semester and accrue 120 worked hours at their internships.

### **How am I graded for this class?**

The majority of the grade is your internship host's evaluation of your performance. The rest comes from your papers and attendance at the required meeting.

### **Do I have to sign up for one of the internship sites that are listed here?**

No. Students are invited to find other internships if these do not meet their needs. However, all outside internships are subject to faculty approval by Dr. Gremillion ([sgremi3@lsu.edu](mailto:sgremi3@lsu.edu)).

### **Do paid internships count?**

No, students who receive class credit cannot be paid for their internship.