

Division of Parole and Probation Internship Program

Frequently Asked Questions

The Division of Parole and Probation (DPP) offers an internship program for college students interested in learning about work in the criminal justice system. Interns are considered part of the DPP team and gain practical work experience that complements their academic studies.

Deadlines: July 15 (FALL) November 15 (SPRING) and May 15 for (SUMMER) placements.

What time commitments are required?

Interns must attend an orientation and training session, work a minimum of 10 hours per week, and perform a minimum of 120 hours with DPP.

What are the eligibility requirements?

- Be enrolled in an accredited college/university. Preferred fields of study include: Criminal Justice, Law, Human Services, Psychology, Social Work, Social Services, Social Ecology, Sociology, and Education, Child and Adolescent Development or related fields;
- Be a legal U.S. resident;
- Be at least 18 years old if the assignment does not place the individual in a correctional facility or otherwise in contact with an offender; 21 years old if the assignment places the individual in a correctional facility or direct contact in field offices.
- Possess a valid Social Security card and Driver's License/Identification Card;
- Possess basic computer skills in MS Word, MS Excel, and email applications;
- Pass a background investigation which may include fingerprinting, may take up to 30 days to process. Careful consideration will be given to any criminal history the applicant might have. Candidates must be 3 years removed from supervision or criminal offense adjudication (with the exception of a NOT GUILTY disposition) before being considered for placement.

How does the application process start?

Applicants must forward all requested materials to the Division's Volunteer Coordinator, La'Shae Nicholson (LaShae.Nicholson@maryland.gov). Once the completed application is received via email, applications will be sent to the requested office(s), for a background investigation to be conducted. This process typically takes 2-4 weeks. Upon approval, the Volunteer Coordinator from that office contacts the applicant. If you have been selected, the next steps in the screening process include an interview as well as orientation and training.

For questions, contact:

If you are interested in applying for an internship, or if you would like more information regarding the program, please call **La'Shae Nicholson, Office of Special Programs, Administrator, at 443-379-7130** or email **lashae.nicholson@maryland.gov**.