



Office of the State Attorney

Twentieth Judicial Circuit, State of Florida

Charlotte - Collier - Glades - Hendry - Lee

INTERNSHIP PROGRAM GUIDELINES

As a volunteer, you are an important member of our staff and act as a representative of the State Attorney's Office, 20TH Judicial Circuit. For a better understanding of what you can expect as an intern and what is expected of you by our organization, we ask you to read and **sign** the following Internship Guidelines.

We will strive to provide for you:

- A beneficial and life-enriching experience with opportunities for professional development and social interaction while providing a valuable learning experience within the criminal justice system.

We require that you:

- Be at least 16 years of age or older and agree to adhere to colleges, high schools, or universities internship total hour requirements.
- Attend orientation, training classes, and tour the facilities.
- Conduct yourself in a professional and ethical manner at all times, adhere to the policies and procedures of the State Attorney's Office, and enjoy your experience.

By my signature I declare that I have read, understand, and agree with all parts of the Internship Guidelines and will strive to fulfill all parts therein.

Print Name

Signature

Date

Nancy Cruz, Volunteer Coordinator

Date