The Seattle Municipal Court (SMC) is the largest misdemeanor court in the state of Washington and has long considered itself the peoples’ court. Through a Community Involved Justice model, the Court strives to make the justice system more effective by re-establishing links between criminal justice service providers and the communities they serve. Community Involved Justice initiatives ultimately seek to transform the way people think about crime - not just as cases to be processed but as problems to be resolved and relationships to be developed and maintained.

Working with defendants, observing court proceedings, and networking with court staff will give students an understanding of misdemeanor probation, an introduction to multiple career paths within the criminal justice system, and offer student interns a better understanding of how the criminal justice system actually operates.

The Seattle Municipal Court internships are unpaid. This year, the Department of Sociology will be able to place approximately 8 student interns at the Court.

**Desired qualifications**
The Seattle Municipal Court internship is best suited for students wanting to learn more about the criminal justice system and how it intersects with issues of mental health, chemical dependency, and domestic violence, as well as how race, class, and gender issues impact clients in the legal system.

The Seattle Municipal Court internship requires
- diligence and responsibility
- strong attention to detail
- ability to work with diverse populations
- capacity to focus for long periods of time
- good oral and written communication skills
- ability to understand and follow policies
- understanding the importance of discretion and confidentiality

**Intern responsibilities**
Seattle Municipal Court interns volunteer as Court Case Aides for a minimum of two 4-hour shift per week (total 8 hours/week) during Winter and Spring quarters.
Student interns at the Seattle Municipal Court work primarily in the Probation Department. Case aides have face-to-face contact with defendants from diverse backgrounds, correspond with community treatment agencies, research and archive paperwork and files, enter client data into the offender database, assist in monitoring clients, check criminal records, as well as various other administrative duties. Some student interns have worked in the Court Resource Center – a dedicated resource physically operating in the Seattle Justice Center to connect offenders with critical social services including food assistance, healthcare, substance dependency services, emergency and permanent housing, mental health counseling, and job readiness.

**Important things to know:**
- Student interns will be working in person at the Seattle Justice Center in downtown Seattle at 600 Fifth Ave, Seattle 98104.
- To participate, applicants must be current UW-Seattle students. **U.S. citizens, legal residents of the United States (green card holders) who have a Social Security number and are authorized to work in the United States, as well as students on F-1 visas are eligible to apply.** Priority will be given to senior Sociology majors.
- Students with criminal records are not eligible to apply. Students who are selected must show proof of Covid vaccination and pass a criminal background check.
- Applications will be submitted to Susanna Hansson in the Sociology Advising office who will forward them to partner site staff. All interview times will be set up with students via email. Final decisions are made by Seattle Municipal Court staff.
- Completed applications will be shared with internship site staff. By submitting an application, you authorize us to share all application materials, including your academic records.

**Schedule:**
- Interns who are selected must attend a Seattle Municipal Court orientation. This will be scheduled within 2 weeks of the internship start date, early in winter quarter.
- The weekly commitment is at least two 4-hour shifts per week (4 hours on two separate weekdays) for a total of 8 hours per week during both Winter and Spring quarters.
- Typical daily shifts are: 8:00am – 12:00pm, 9:00am – 1:00pm, 12:00pm – 4:00pm
Application information for UW Sociology Department
Seattle Municipal Court Internship

Application Deadline: Tuesday November 15, 2022 @ 4:00pm

Your application will consist of:
1. A cover letter (see below)
2. A copy of your resume
3. An unofficial copy of your UW transcript.

The top part of the first page of your cover letter should include the following information:

- What internship position you are applying for (Muni Court)
- your name and student number
- your major(s) and class standing
- your UW email address and a phone number where you can be reached (no full voicemail boxes please)
- your LinkedIn profile url if applicable.

In no more than 2 double-spaced pages follow the above by describing your interests and qualifications and how they make you a good fit for this internship.

Make sure you mention skills, experience or knowledge you feel matches the desired qualifications for this position (see page 1 of this document). If you say you possess a particular skill, be prepared to give examples. If you claim to be detail-oriented, make sure there are no typos or grammatical errors in your cover letter or resume because that pretty much disproves your claim.

Confirm in your cover letter that you commit to interning for two consecutive quarters and that you can meet the specific shift requirements and/or trainings that this internship requires. There may some repeated information between your cover letter and resume; that's fine.

IMPORTANT
Have you looked through the Seattle Municipal Court website, http://www.seattle.gov/courts/ ? If not, please spend some time there. The website is how the Court introduces itself to you and to its clients. Is there information that prompts questions if you are offered an interview? If not, maybe try again.

Websites, cover letters, resumes, and LinkedIn profiles are all super important. The Career Center in MGH 134 offers in-person, and online workshops on a multitude of topics, including how to write cover letters, put together resumes, and strategies for building an effective LinkedIn profile: https://careers.uw.edu/ We strongly recommend that you make use of these resources as you prepare your application.

Submitting your application:
Assemble your application materials (single sided in the order listed above), scan and email it as one PDF to Susanna Hansson at susanna@uw.edu by the above deadline.

Questions? Email susanna@uw.edu

Updated 11/1/2022
The Seattle Municipal Court internship position is a two-quarter commitment for Winter and Spring quarters. In addition to the 6-month internship period, students are required to enroll in SOC 404, our Internship Practicum course during winter quarter. For more information, see the course descriptions below.

<table>
<thead>
<tr>
<th>Winter Quarter</th>
<th>SOC 404</th>
<th>Students who are offered an internship position must also register for a weekly seminar style in-person course that meets on Wednesdays from 2:30-4:50pm. It’s critical that your WIN2023 schedule allows you to attend the class in person every week.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Quarter</td>
<td>SOC 399</td>
<td>Students may enroll in this course while completing the second quarter of their internship. <strong>This independent study course is optional</strong> but allows students to earn additional academic credit for the final 3 months of their internships.</td>
</tr>
</tbody>
</table>

**SOC 404**

Offered winter quarter, SOC 404 is designed to combine experiential learning in the workplace with critical reflection about practical and theoretical issues of work and organizations.

SOC 404 is a seminar style in-person course that meets once a week on Wednesdays from 2:30-4:50 during winter quarter 2023. It’s critical that your schedule allows you to attend the class in person every week.

Students practice applying sociological concepts to their work experiences. Through readings, projects, papers, discussions and presentations, students consider how Sociology informs and enriches their internship experience. For Sociology majors SOC 404 can count as an upper division elective (or toward lower division electives). For non-Sociology majors, SOC 404 counts as a SSc course.

**SOC 399**

If you would like to continue to receive academic credit with your 6-month internship, then we will sign you up for independent study hours in spring quarter. You will set up individual meetings with the instructor several times during the course of the quarter. The scope of the work will depend on how many credits are selected (2-5).