Illinois State Police Academy: Administrative Bureau- Curriculum Section Internship

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Agency Contact: Master Sergeant John Merrifield

How should students contact this agency? Email

How should students submit cover letters and resumes? Students apply for this internship through the traditional Illinois State Police Internship application process- The Illinois State Police Internship Program application is posted on their web site. http://www.isp.state.il.us/docs/1-189.pdf

Apply early to increase your chances of being accepted.

Contact the IPL Office for the letter of introduction and for assistance with your application materials.
Office – 482 Brookens
Phone – 217.206.6640
Email – internship@uis.edu

General Description of agency or business - The primary purpose of the Illinois State Police Academy is to prepare new officers for a career in law enforcement. In keeping with ISP’s tradition of excellence, this goal is accomplished through innovative, quality training and educational practices. The Academy also offers a multitude of continuing training and educational programs for ISP employees as well as offerings for other state, local, and federal agencies.

The Illinois State Police Academy provides basic training to cadets, in-service programs for sworn personnel, and a basic training to state, county, and municipal agencies.

The ISP Academy is proud of the national reputation it has earned and is looking forward to continuing this tradition in the 21st Century. The Academy will continue to challenge itself -- using the same philosophy as its focus: "How can we do what we do, even better?"

Internship Job Description
Administrative Bureau - Curriculum Section Internship

The intern will be responsible for assisting the Curriculum Section with archiving instructor files and assisting with curriculum development and review for classes taught at the Academy. Additionally, the intern may be requested to participate in role playing exercises for trainees. Some administrative work will be necessary. Basic computer skills are preferred. Highly motivated, enthusiastic candidates are encouraged to apply.

Basic student learning anticipated

An intern in the Curriculum Section at the Illinois State Academy will learn the procedures the Section uses to implement training classes. The intern will have the opportunity to observe classes which are held during their internship program. Additionally, the intern will assist the Section in ensuring the Department and Academy meet the standards required to be certified as a Commission on Accreditation for Law Enforcement Agencies. In addition, the intern will have an opportunity to learn the standards, expectations, and principals of the Illinois State Police Academy and gain insight into several areas of training required of trainees.
**Hours per week:** Up to 40

**Number of weeks:** 16

**Position Available:** Fall, Spring, Summer

Unpaid

Updated January 2013