Illinois State Police Academy: Audio/Visual Assistant 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 and course 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 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
Audio/Visual Assistant Internship

The intern will assist the Audio/Visual work unit with archiving training videos. The intern will assist with the transfer of analog data to digital format and converting the files to a hard drive and a backup hard drive. The intern will assist with video recording and still photography of training. Additionally, the intern may be requested to participate in role playing exercises for trainees. Some administrative work will be necessary. General knowledge of video production and basic computer skills are preferred. Highly motivated, enthusiastic candidates are encouraged to apply.

Basic student learning anticipated
An intern in the Audio/Visual work unit at the Illinois State Police Academy will learn to produce videos utilizing format conversion, editing, and broadcast videography. 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