

INTERNSHIP APPLICATION PROCEDURES

Athens State University: Criminal Justice CJ 464

2024

1. Check with Dr. Quanda Stevenson (criminal justice program director and advisor) to ensure that an internship is advisable based on your current academic status.
2. Review the basic CJ 464 Internship (required course) information in the internship packet.
You can visit the Criminal Justice webpage at www.athens.edu, academic programs, criminal justice.
3. Check the INTERNSHIP OPPORTUNITIES documents for available internships (at the back of this packet).
 - a. Decide where to intern.
 - b. Get the name and telephone number of the contact person.
 - c. If interning at an agency that's not listed, contact Criminal Justice Program Internship Supervisor.
4. Call the contact person for the internship placement and schedule an interview.
 - a. Carry your **résumé** or Vita to your interview.
 - b. Carry your filled-out/completed **INTERNSHIP CONTRACT and Internship Agreement forms**. (pages 4-7)
 - c. If accepted for the internship, fill out the agency-related information and have contact person sign the INTERNSHIP CONTRACT and the SUMMARY OF TIME SCHEDULE and Internship Agreement forms (pages 4-7) where they should sign.
5. Send your completed and approved forms to the Criminal Justice Director; Dr. Quanda Stevenson as an email attachment to her email address: quanda.stevenson@athens.edu, for final approval.
6. register for course as you would any other CJ course and pay for the credit hours.
Fall/spring semester: 3 hours: 160-200 hours in the agency (approximately 15-20 hours per week) at least 3 days a week

REQUIREMENTS

The internship is typically offered during the Spring and Fall semesters.

Most internship placements will have a designated internship coordinator or supervisor (**need two supervisors/contact persons**) for their internship programs. This person will accept the applications, setup the schedule, and duties, etc. The current internship placements also assign students to various duties such as clerical duties. They also assign students to jobs where they conduct research, data entry, community service, and even ride-alones. The purpose of the internships is to give the students on the job experience and at the same time allow them to help you and your personnel. Your agency will only have to decide who will supervise the student (**you need two supervisors/contact persons**), sign their documents so they can register for the course and to official allow them to intern, sign the time sheets and other documents once they finish their clock hours, agree on a schedule and have work for them to do. Unless you have other procedures that you would like them to follow, please review this information and let me know if you have any questions or concerns.

I have attached several documents for you to review and learn more about our internship process as well as the student requirements. Students utilize all of these documents and forms to guide them in their selection of an internship placement for the course.

All Criminal Justice Seniors who are interested in registering for an internship must do the following:

1. Pre-Approved Internship:

Pick up an internship packet from the internship instructor or go online to the criminal justice webpage and go to the internship tab and links.

Generally, federal internships are more difficult to obtain and often require you to apply 9 months to 1 year in advance so keep this in mind if you are interested in obtaining an internship in the federal system. State agencies take about 4 to 6 months and local agencies about 2 to 3 months. Select an agency from the list or gain approval for any agency not listed in the packet.

2. The student contacts the agency and schedules an interview. The student should go dressed professionally as he or she would for an interview (a suit, or dress pants, shirt, etc). The student should take his or her resume, the internship contract forms ((pages 4-7 of this packet), Internship Agreement Form, and the (tentative) summary time schedule. You will turn in a confirmed schedule once you begin the internship. These forms are signed by the agency internship supervisor at the agency where you will intern but you must complete all of the student portions. If you are interested in a state or federal agency you must start the application and interview process at least 6 to 9 months before you want to conduct the internship. You must contact the agency and they will tell you, their requirements. You must meet their requirements and then complete our departments' requirements.

3. The student submits the internship contract and (tentative) time schedule ((pages 4-7 of this packet) and Internship Agreement to the current semester's director of internship program by email attachment. The director reviews these forms. If the director is satisfied that the forms are completed, the director signs the forms. A copy of the internship contract is made and the student will return the original contract to the Director of the Internship Program. **You are not officially registered for CJ 464 course** until these forms are completed, approved and turned into our department. The Internship Director will then keep the forms for his or her records so they can periodically check on you and your internship placement during the semester that you are enrolled. Register for Course; the week before finals week the semester before the term that you want to start the internship. This means you have completed the approval process the week before finals week (not just trying to start the process). So work ahead, remember at least 3 to 6 months ahead.

4. If your internship is approved, you must start your internship the first day of scheduled classes for that term. You must also log on to Canvas to see the syllabus, calendar, journal, assignments and other documents that you must complete for the internship. You must turn in all assignments and documents on Canvas. This information is provided by the current Internship Director (the instructor of the course) for the semester that you are enrolled.

5. Unofficial/Not approved Internship

If a student wants to intern at an agency that is not on the list, you need to meet with Dr. Q. Stevenson at least one semester/term before you want to begin the internship to discuss the agency, provide the agency contact information, and gain approval. The agency must provide a letter-on-letter head stating their approval of the intern, signed by the internship coordinator or supervisor. They must also provide an email address(es), telephone number(s), fax number(s), physical mailing address, contact information for one other person at the agency and a web address if one is available. You must bring this information to the Internship Director at least one semester before placement. The director will then use this information to verify the internship placement. **Students can intern at an agency that is not on our list, as long as they get written permission from instructor.**

Dr. QStevenson
Quanda Stevenson, Ph.D.
Full Professor of Criminal Justice
Athens State University
352 Founders Hall, 300 North Beaty Street, Athens, Alabama 35611
Quanda.Stevenson@athens.edu; drqstevenson@gmail.com
(256)233-6515

Criminal Justice Internship Internship Assignment Checklist

Pre-Internship Checklist:

- Select an internship placement
- Approval from instructor
- Approval from internship placement site at least a month before the course is scheduled to begin
- Completion of Internship Tentative Schedule and Info. and Internship Agreement forms. (pages 4-7)

- Register for Course- The week before finals week the semester before the term that you want to start the internship. This means you have completed the approval process the week before finals week (not just trying to start the process). So work ahead, remember at least 3 to 6 months ahead.

During Internship Course Checklist: (not limited to the following assignments)

If your internship is approved, during the first week of classes you must log on to Black Board to see the syllabus, calendar, journal, assignments and other documents that you must complete for the internship. You must turn in all assignments and documents on Black Board. This information is provided by the current Internship Director (the instructor of the course) for the semester that you are enrolled:

- Summary of Time Schedule- By the end of the first full week of class in the Fall and Spring semesters, and by the end of the first week of class for the Summer.
- Detailed Time Schedule –Due two weeks before the final exam week in the Fall and Spring semesters and the last Friday of July for the summer.
- Weekly log (Journal)- Due two weeks before the final exam week in the Fall and Spring semesters and the last Friday of July for the summer.
- Essay - Due two weeks before the final exam week in the Fall and Spring semesters and the last Friday of July for the summer.
- Supervisor Evaluation - Due at least one week before the final exam week in the Fall and Spring semesters and the last Friday of July for the summer.

- Powerpoint and/or presentation – The power point is due in Black Board three weeks before the final exam week in the Fall and Spring semesters and the last Friday of July for the summer. Instructor will let you know whether you will present the power point as well.
- Internship Evaluation/Survey - Due at least one week before the final exam week in the Fall and Spring semesters and the last Friday of July for the summer.

INTERNSHIP CONTRACT/CJ 464

Criminal Justice Program

Athens State University

Student Name: _____

Student#: _____ Telephone #: _____

Student Address: _____

E-mail Address: _____

Semester Registering _____ Year: _____

Spring/Fall

Hours of Credit and agency Contact Hours: _____ 3 credits/160-200hrs.

Name of Internship Agency: _____

Agency Tel.#: _____ Agency Contact: _____

GOALS AND OBJECTIVES - What learning do you propose for this experience? What knowledge, understanding, skill or value is sought? Describe in complete learning statements.

Agency Contact # 1(Print)

Date

Agency Contact #1 Signature

Agency Contact (Print)

Date

Agency Contact #1 Signature

Student Signature

Date

Faculty/Director of Internship Signature

Date

(Tentative) SUMMARY OF TIME SCHEDULE

Note: Complete this form during the initial interview with your potential internship agency, form is due the semester before the semester you plan to intern at the agency

Based on my discussion with my Agency (Intern) Supervisor #1, _____,
[print his/her name & title here]

Agency (Intern) Supervisor #2, _____,
[print his/her name & title here]

the following is a tentative time schedule for the internship for _____.
[print your name here]

	MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL
START/:	From:	From:	From:	From:	From:	From:	From:	HRS
END	To:	To:	To:	To:	To:	To:	To:	PER WK
# HRS	_____	_____	_____	_____	_____	_____	_____	_____

BEGINNING DATE OF PLACEMENT: _____

ENDING DATE OF PLACEMENT: _____

NUMBER OF WEEKS OF PLACEMENT: _____

TOTAL NUMBER OF HOURS (# hrs per week * # weeks of placement): _____

SIGNATURE: _____ Date _____
AGENCY SUPERVISOR #1

SIGNATURE: _____ Date _____
AGENCY SUPERVISOR #2

TELEPHONE NO: _____

NAME OF AGENCY: _____

Agency Address: _____

Email Address(es): _____

SIGNATURE: _____ Date _____
INTERN STUDENT

TELEPHONE NO: _____

ADDRESS: _____

Email Address(es): _____

*Make three copies of this form: one copy for the files of the departmental internship supervisor, the agency supervisor, and yourself (student intern). Proper distribution of this form and other forms is the student's responsibility.

**Criminal Justice Program
Internship Agreement Form**

The following student is interested in conducting and participating in an internship position with your department. If you agree to allow the student to intern with your department or program, you and the student should fill-in and read the information required for the internship.

Name of Student Intern: _____

Name of Internship Supervisor(s): _____

Supervisor(s) Position/Title: _____

Name and info. of 2nd Supervisor: _____

Department/Program: _____

Time Frame of Internship: _____ End date: _____

Internship Details

1. What are the duties and responsibilities required of this internist?.

2. What are the duties and responsibilities required of this internship (the position)?

3. Comments, Questions and/or Concerns:

Internship Supervisor

By signing this document as the supervisor of this intern, you are agreeing to allow the intern to conduct their internship with your department or program for the length of time stated above. You are also stating that you are aware of the responsibilities related to supervising an intern which include, preparing work assignments, signing forms, communicating instructions, mentoring and evaluating the performance of your assigned intern. Furthermore, you understand that the intern is not receiving payment for their internship and that this internship is only conducted for educational purposes. This internship should not endanger the lives of any patron, employee, employer and especially the internist. The internship should provide the intern with hands-on experience but not necessarily direct contact and exposure to every job requirement of the supervisor and other employees. In addition, you agree to contact the instructor throughout the internship to provide updates on modifications, job performance, evaluations, questions and concerns. Finally, you agree to give the student assignments that will assist them in learning more about the criminal justice system and how it actually operates. The main focus of their work detail should allow them to participate in criminal justice related assignments.

Internist (Student Intern)

As the internist (student), you are agreeing to conduct yourself in a manner that is becoming of Athens State University student during your internship. You are also agreeing to not receive payment for your internship. You must also agree to maintain your weekly internship hours in accordance with the above stated time frame and schedule. You also agree to abide by the rules and regulations of the department or program, just like other employees are instructed. You will also abide by the requirements of your Criminal Justice Internship Course (CJ 464). During your internship you understand that you are to gain as much Criminal Justice experience as possible. **You must also agree to use confidentiality at all times.** You must also immediately contact your supervisor and instructor when and if a situation hinders your internship success. You must contact your instructor several times throughout the semester to provide updated information.

Name of Student Intern: _____ Date: _____

Email address: _____

Telephone number: _____

Name of Internship Supervisor 1: _____ Date: _____ Email
address: _____

Telephone number: _____

Address: _____

2nd supervisor's signature: _____

2nd supervisor contact info: _____ #: _____ email: _____

Website: _____

Final Step:

1. Student intern, you are to now create an email stating the acceptance and approval of your internship in the body of the email
2. you are to address this email to your 2 Internship Supervisors and Dr. Stevenson
3. you are to include and send all (3): (2) Supervisors and Dr. Stevenson this email to ensure we are all connected to communicate through email with each other. (basically add everyone's email addresses to the email so all person(s) can receive the email).

Below are suggestions and ideas of possible agencies for students to consider and contact to set up the internship. The contact information may not be up-to-date so check their website and contact the agency per the information shared on the website.

CJ 464 INTERNSHIP OPPORTUNITIES

State of Alabama Agencies

Organization	Address	Telephone	Contact Person
Alabama Criminal Justice Information Center	1005 Charles Byrd Blvd. Selma, AL 36703	(334) 263-8950 Website www.acjic.state.al.us	acjtc@dps.alabama.gov
Alabama Dept. of Conservation and Natural Resources	64 North Union Street Suite 723 Montgomery, AL 36130-5120 8211 Highway 82 W. Northport, AL 35473	(334) 242-3261 (334) 242-3489 (Fax) E-mail – www.denr.state.al.us (205) 339-5716	Cpt. Donald J. Brooks (334) 242-3489 Tanisha Dorsey (334) 353-5120 Capt. Dennis Sanford
Alabama Dept. of Public Safety and (A.B.I.): Alabama Bureau of Investigation	P.O. Box 1511 Montgomery, AL 36102	(334) 353-1150 * go to website to complete application; need resume and recommendation letter from Dr. Stevenson	Reception
Alabama Dept. of Youth Services	P.O. Box 66 Mt. Meigs, AL 36067	334-215-3815 334-215-3825 (Fax)	Ms. Debra Spann
Alabama State Troopers	204 Hwy 31 South Decatur, AL 35603	256-353-0631	Cpt. Guy Rush
Bentonville Police Department	980 S.E. 14 th Street Bentonville, AR 72712	(479) 271-5965	Michelle Smith
Bibb County Juv.	35 Court Square, East	205-926-3106	Mr. Keith Stringfellow

Probation Office	P.O. Box 185 Centreville, A: 35642		
Fayette County District Attorney	P.O. Box 520 Carrollton, AL 35447	(205) 367-9915	Chris McCool
Huntsville Police Dept.	2110 Clinton Ave. W. Huntsville, AL 35805	256-427-7157	Cpt. Scott Hudson anthony.hudson@huntsvilleal.gov
Jefferson County Circuit Court	716 Richard Arrington Jr. Blvd. North Birmingham, A: 35203	205-325-5355	Dennis Hooper
Jefferson County Family Court	20 2nd Ct. North Birmingham, A: 35204	205-325-5491	Kathy Darnell Christina Smith
Jefferson County Sheriff	2200 Reverend Abraham Woods Jr. Blvd Birmingham, AL 35203	(205) 325-5700	Mike Hale
Judicial Correction Services, Inc.	401 22 nd Avenue Suite B	(205) 752-1522	Tracy Sutton
Limestone Co. District Court	100 Washington Street #3 Athens, AL 35611	(256) 233-6440	Doug Patterson
Mobile County District Attorney	205 Government St. Mobile, AL 36602	256-574-8400	Ashley Rich
Mobile County Corrections	3925 Michael Blvd. Mobile, AL 36609	256-574-3295	
Morgan County Juvenile Court	302 Lee Street Northeast Decatur, al 35601-1926	(256) 351-4715	Tina Reeves
Morgan County Detention Facility	119 Lee St. NE Decatur, AL 35601	256-351-4825	Ana Franklin
Pell City Police Department	1905 1st Ave. N. Pell City, AL 35125	(205) 884-3334	Chief Greg Turley & Nona Kopp
Shelby County Sheriff's Office	380 McDow Road Columbiana, AL 35051	205-669-4181	John Samaniego

Alabama Board of Pardons and Paroles	715 Wheeler Ave. NW Huntsville, AL 35801	256-288-0420	Reception
U.S. Probation Office	101 Holmes Ave NE #302 Huntsville, AL 35801	256-534-2454	Reception
Tuscaloosa Probation and Parole	220 14 th Street Suite D Tuscaloosa, AL 35401	(205)758-5561	Belinda Medders
Tri Wil, Inc	65 Enterprise Loop Woodstock, AL 35188	205-938-7855	Karen Davidson & (head social worker) Jim Brown
Tuscaloosa Comm. Corrections (Drug Court)	1812 University Blvd. Tuscaloosa, AL 35401	(205) 759-2137 (205) 758-8967 (fax)	Dan Boisot
Tuscaloosa County District Attorney's Office - Child Support Division	714 Greensboro Ave. County Courthouse Suite 334 Tuscaloosa, AL 35401	205-349-3870 x278	dacs@tuscco.com
Tuscaloosa County Detention Center	6001-12th Ave. East Tuscaloosa, AL 35405	349-3131 349-3196 (fax)	Cathy Wood
Tuscaloosa County District Attorney's Office	714 Greensboro Ave. #410 Tuscaloosa, AL 35401	(256) 349-1252 (256) 345-6326 (Fax)	Linda Laminack (or) Lynn Durham ADA Law Clerk Program
Tuscaloosa Juvenile Court	6001 12 th Ave East Tuscaloosa, AL 35405	(256) 349-3870 345-4340 EXT: 311 345-4340 EXT: 317(alternate contact)	Mr. David Lee Vail Mr. Eric D. Owens(alternate contact)
Tuscaloosa County Public Defender	714 Greensboro Ave. #519 Tuscaloosa County Courthouse Tuscaloosa, AL 35401	(256) 345-8200	Ms. Angela Bell
Aid to Inmate Mothers	660 Morgan Ave. Montgomery, AL 36104	334-262-2245	Larnetta Moncrief

Tuscaloosa County Sheriff's Office	714 1/2 Greensboro Ave. Tuscaloosa, AL 35401	(256) 752-0616 (256) 752-6985 (Fax)	Lt. Gary Hood - Office
Tuscaloosa Police Department	3801 Mill Creek Ave. Tuscaloosa, AL 35401-7500	205-349-2121 (256) 752-2288 (Fax)	Capt. Steven Anderson Officer Blankley (alternate contact)
Tuscaloosa Police Department Communications Div.	3801 Mill Creek Ave. Tuscaloosa, AL 35401-7500	(256) 349-0560 Office (256) 349-799-9651 Cell (256) 349-0403 Fax	Capt. C. J. (Jeff) Hartley chartley@tuscaloosa.com
G4S Security Solutions: Previously The Wackenhut Corporation	3100 Lorna Rd. #101 Birmingham, AL 35226	(205) 988-9090 (205) 988-9955 (Fax)	Jim Miller

Local: Athens, Huntsville, Decatur, Cullman Areas

Agency Name	Agency Address	Telephone Number; Email Address; Physical Mailing Address	Contact Person and Info.
Athens Limestone County Family Resource Center	406 S. Jefferson St. Athens, AL 35611	256-230-0880 fax 256-230-0848	Tina Cook
Lesa Green General Practice, Divorce & Custody, Adoption, Juvenile, Misdemeanor Defense	300 Marion St. Athens, AL 35611	256-233-1942	Lesa Green

Dale Bryant, P.C. Esquire: Attorney at Law	213 S. Jefferson St Athens, AL 35611 Mailing Address: P.O. Box 765 Athens, AL 35612	256-434-7529 Email: dalebryantlaw@gmail.com Website: www.dalebryantlaw.com	Dale Bryant, P.C. Esquire: Attorney at Law
Limestone County Alternative School	505 Sanderfer Rd. Athens, Al 35613	256-2330830 256 233 6462	Vince Green
Hand Arendall	102 S. Jefferson St. Athens, Al 35611	256-232-0202	Shane Black
Stephen G. Campbell, P.C.	105 South Marion St, Athens, Al 35611	256-232-7354, www.sgc-law.com	Stephen Campbell
Gary Clem	205 South Jefferson St. Athens, Al 35611	256-233 1920	Gary Clem
William G. Matthews	117 S. Marion St. Athens, Al 35611	256-232-2310; www.athens-lawyer.com	William Mathews
John M. Totten, P.C.	105 South Marion St. Athens, Al 35611	256-233-7772	John Totten
Ferguson & Ferguson	303 Williams Avenue SW, Suite 321 Huntsville, Al 35801 401 Lee Street, Suite 607A Decatur, Alabama	256 534 3435	jferg10099@aol.com rfergu1732@aol.com
Agency Name	Agency Address	Telephone Number; Email Address; Physical Mailing Address	Contact Person and Info.
Wilmer & Lee P.A.	315 West Market St. Athens, Al 35611 300 Market St. Ste 201AB Decatur, AL 100 Washington St. Ste 200	256 232 2010 256 350 1109 256 533 0202	Reception

	Huntsville,AL		
Brian C.T. Jones	200 W. Washington St. Athens, AL 35611	256-233-6416	Brian Jones
Harlan D. Mitchell	213 S. Jefferson St. Athens, Al 35611	256-216 9884	Harlan Mitchell
Woodruff & Woodruff	100 W. Washington St. Ste 3 Athens, AL 35611	256-233-6440	Attorney Woodruff
North AL Court Reporting	P.O. Box 2116 Cullman, AL 35056	256-737-9770	nareporting@aol.com
Limestone County Sheriff's Office	101 West Elm St. Athens, AL 35611	256 232 0111	Sheriff Mike Blakely
Town of Ardmore	Mayor Billy Shannon	(256) 423-2549	townofardmore@ardmore.net
City of Athens	Mayor Ronnie Marks	(256) 233-8730	hhollman@athensal.us
Mayor of Decatur	Mayor Tab Bowling	256-341-4500	Tab Bowling
Mayor of Elkmont	18890 Upper Fort Hampton Rd. Elkmont, AL 35620	(256) 351-4502	Tracy Compton
Mayor of Huntsville	308 Fountain Cir. SW Huntsville, AL 35801	256) 427-5000	Tommy Battle
Mayor of Madison	100 Hughes Road Madison, AL 35658	(256) 772-5603	Paul Finley
Town of Mooresville	P.O. Box 42 Mooresville, AL 35649	256-509-0422 mac1966@aol.com	Margaret-Anne Crumlish
Agency Name			Contact Person and Info.

	Agency Address	Telephone Number; Email Address; Physical Mailing Address	
Juvenile Probation Office	1109 Market St. SW #E Athens, AL 35611	(256) 233 6425	Tara Pressnell
Limestone Correctional Facility	28779 Nick Davis Rd. Athens, AL 35611	(256)-233-4600	Warden Christopher Gordy
Association of Volunteer Fire Department	Market Street	(256)233-8042	n/a
Ardmore Police Department	26704 Main St. Ardmore, AL 35739	(256) 423-2146	Ardmore Police Department
Madison Co. DA	100 N. Side Square Huntsville, AL 35801	256-532-3460	Melvin Lockett, JR.
Madison Co. Juvenile Advocate	205 Eastside Square Huntsville, AL 35801	256-532-6988	Laura Kovalcik
Huntsville Juvenile Probation Office	817 Cook Ave. Huntsville, AL 35801	256-532-0300 ndcc@madisoncountyal.gov	Jacques Cothren
Crisis Services of North AL	208 Exchange Pl. NW Huntsville, AL 35806	256-716-1000	Reception
Crumbley, Blackwell, Wisda & Associates, P.C.	2304 Memorial Pkwy, SW Huntsville, AL 35801	256-539-4464 crumbleylaw.com	questions@crumbleylaw.com
Dixon, Christina L.	107 Jefferson St. N. Huntsville, AL 35801	256-551-7222 cdixon@knology.net	Christina Dixon
Madison Co. Sheriff	100 N. Side Square Huntsville, AL 35801	256-532-3412 sheriff@madisoncountyal.gov	Blake Dorning
Green, Elissa	107 N. Side Square Huntsville, AL 35801	256-534-7027 elissagreen.com	Elissa Green
Huntsville Warrant Magistrate	815 Wheeler Ave. NW Huntsville, AL 35801	256-427-7861	Magistrate Office Reception
Madison City Police	Madison City Police Department	(256)772-7190	Jim Cooke

	100 Hughes Rd Madison, AL 35758		
Athens-Limestone Food & Shelter	20086 Swanner Blvd. Tanner, Al 35671	(256)230-6311 alfs@hiwaay.net	Laura Aldridge (Director)
Agency Name	Agency Address	Telephone Number; Email Address; Physical Mailing Address	Contact Person and Info.
Huntsville Child Advocacy Center	Huntsville (main center for Alabama) Child Advocacy Center 210 Pratt Ave NE Huntsville, AL 35801	(256)533-5437	Ms. Beth Jackson
Decatur- CASA (Child Advocacy)	801 Church St. NE Decatur, AL 35601	256-355-1908	Scott Anderson
Drug: Substance Abuse Center; LifeSource: Anger Management (Court Ordered)	1305 5th Ave Decatur, AL 35601	256-476-2975	Robin Wagner
DHR child support enforcement	200 West Side Square Ste. 900 Huntsville, Al 35805	256-518-4311	Kenyatta Robinson, Supervisor
Limestone County Community Corrections	410 South Jefferson Street Athens AL 35611	(256) 216-3437	Tony Graveit Mandy Morgan
Arab Fire Department	653 4 th Avenue NW, Arab Al 35016	256-586-8814	Chief Ricky Phillips
Morgan Co. Child Advocacy	801 Church St. Decatur, AL 35602	256-355-1908	Scott Anderson
Limestone Co. DHR	1007 Market St. W. Athens, AL 35611	256-216-6380	Tracy Miller
Madison Co. Child Advocacy	210 Pratt Ave. NE Huntsville, AL 35801	256-327-3785	cnewlin@nationalcac.org
Athens City Police Dept	951 Hobbs St. E Athens, AL 35611	256-233-8700	Floyd Johnson

Limestone Co. Comm. Corrections	410 S. Jefferson St. Athens, AL 35611	256-216-3437	Tony Graviet Tony.graviet@limestonecount y-al.gov
Greater Limestone Co. Chamber of Commerce	101 S. Beaty St. Athens, AL 35611	256-232-2600	jennifer@tourathens.com
Athens Limestone Child Advocacy Center	104 E. Washington St. Athens, AL 35611	256-998-5556	athenscac@outlook.com
Cullman Co. Sheriff	1910 Beech Ave SE Cullman, AL 35055	(256) 734-0342	Matt Gentry
Cullman Police Department	601 2nd Ave NE Cullman, AL 35055	(256) 734-1434	Reception
Florence Police Dept	702 S Seminary St Florence, AL 35630	(256) 760-6500	Chief Ron Tyler
Lauderdale Co. Sheriff	200 S Court St #201 Florence, AL 35630	(256) 760-5757	Rick Singleton
Hartselle Police Dept	150 Chestnut St NW Hartselle, AL 35640	(256) 773-6534	Ron Puckett
Hartselle Fire Dept	200 Main St E, Hartselle, AL 35640	(256) 773-2545	Fire Chief
Athens Boys and Girls Club	1017 W Washington S Athens, AL 35611	(256) 232-4298	Director
Agency Name	Agency Address	Telephone Number; Email Address; Physical Mailing Address	Contact Person and Info.
Arab Police Dept	740 N Main St, Arab, AL 35016	(256) 586-8124	Ed Ralston

State of Alabama: (ABI): State Internships www.personnel.alabama.gov

The State of Alabama offers a wide variety of internships throughout the year←

A State Internship is a great way to engage in career exploration and strategic career planning. Students can gain marketable on-the-job experience and build valuable professional connections. Internships can put you on the right path to future professional achievement and success and help jumpstart your career by giving you a competitive edge in your job search.

A State Intern may be hired full-time, part-time, hourly, or semi-monthly. The State Intern may co-op (work a semester and then attend school a semester) or work during holidays and summers. To qualify, students must be enrolled full-time in an accredited four-year or two-year college or university. Internships may be paid or unpaid, and students can earn academic credit as part of their education.

State Interns are hired directly by individual State agencies. Students who want to apply for an internship may submit their State Intern Application directly to the department for which they wish to work. Below is the contact information for the State agencies that utilize the State Intern program.

[State Intern Application](#)

Department	Contact Information	Fields of Study/Areas of Interest
<u>State Council on the Arts</u>	Alice Free <u>alice.free@arts.alabama.gov</u>	Communications English or Journalism Marketing or Public Relations Graphic Design Art, Studio Art, Art History Photography Art Education Performing Arts Creative Writing
<u>Department of Finance</u>	Elizabeth Allen, Personnel Director <u>Elizabeth.allen@finance.alabama.gov</u> (334) 242-3199	Accounting Finance Business Administration Public Administration Economics (or closely related field)
<u>Department of Finance - Executive Budget Office</u>	Beth Ray, Budget Analyst Manager Or Elizabeth Allen, Personnel Director <u>Elizabeth.allen@finance.alabama.gov</u> (334) 242-3199	Accounting Finance Business Administration Economics (or closely related field)

Department of Finance - Comptroller's Office	Jill McCord, Executive Assistant to the Comptroller Jill.mccord@comptroller.alabama.gov (334) 242-7066 Or Elizabeth Allen, Personnel Director Elizabeth.allen@finance.alabama.gov (334) 242-3199	Accounting Finance Business Administration
Department of Forensic Sciences	Artia Julius, Human Resources Manager Internship@adfs.alabama.gov	Medicine Nursing Chemistry Biology Related Forensic Sciences fields
Medicaid Agency	Ronica Jackson, Human Resources Director	Finance
Department of Public Health	Crystal Taylor Crystal.taylor@adph.state.al.us (334) 290-6304	Accounting Business Administration Computer Science Finance Information Technology Nursing Nutrition/Dietetics Public Administration Public Health Science Fields Social Work
Examiners of Public Accounts	Brandy Sponsler, Personnel Manager personnel@alexaminers.gov	Accounting
Retirement Systems of Alabama (RSA)	Human Resources RSA.HumanResourcesMail@rsa-al.gov 201 South Union Street Montgomery AL 36104 Attn: Human Resources	Accounting Business Administration Computer Science Finance Health Insurance Horticulture Information Technology Management

	Summer Intern Program: https://www.rsa-al.gov/about-rsa/job-postings/summer-interns/	Public Administration
Department of Revenue	Jasmine Dejournette jasmine.dejournette@revenue.alabama.gov (334) 353-2097 https://www.revenue.alabama.gov/human-resources/internship/	Accounting Business Administration Finance Public Administration Marketing Management
Office of Information Technology	OIT Internship – APPLY https://oit.alabama.gov/oit-careers/oit-internship-apply/	Information Technology Computer Science Information Systems Management Software Development Computer Engineering Cybersecurity Data Analytics
Office of the State Treasurer	Brittany Matthews, Human Resources Brittany.matthews@treasury.alabama.gov (334) 242-7523	Business Administration Accounting Finance Marketing Management
Geological Survey of Alabama	Ebonie Franks efranks@gsa.state.al.us (334) 691-4699 (office)	GIS Geology Environmental Science Biology Legal
Department of Education	Susan Crowther scrowther@alsde.edu (334) 691-4699 (office)	Education
Department of Youth Services	Office of Human Resources	Social Work

	careers@dys.alabama.gov (334) 215-3800 https://dys.alabama.gov/careersatdys	Criminal Justice Behavior Analysis Psychology
Department of Rehabilitation Services	Gwenea Jackson, Rehabilitation Specialist (205) 290-4515 Office of Human Resources LEaP-Information@rehab.alabama.gov LEaP.Rehab.Alabama.gov	Vocational Rehabilitation Counseling Children's Rehabilitation Social Work Pediatric Nursing Nutrition Physical Therapy Occupational Therapy Speech Language Pathology Audiology Interpreting (ASL) Vision Rehabilitation Therapy Orientation and Mobility Rehabilitation Employment Rehabilitation Engineering Early Intervention Accounting Programming IT Systems
Department of Human Resources	Mandy C. Andrews, LMSW Program Manager for Staff Development (205) 744-3924 Mandy.andrews@dhr.alabama.gov	Social Work (BSW & MSW) Criminal Justice Human/Social Sciences Human Development & Family Science Psychology Sociology
Department of Insurance	Human Resources Human.resources@insurance.alabama.gov	Insurance Finance Business Administration Accounting Information Technology Legal Studies Marketing Journalism Graphic Design

<u>Alabama Tourism Department</u>	Naomi McMillan, Human Resources Director Naomi.mcmillan@tourism.alabama.gov Or Grant Wallace, Chief Financial Officer Grant.wallace@tourism.alabama.gov	Accounting Marketing or Public Relations Communications Journalism
<u>Alabama Emergency Management Agency</u>	Danyula Flowers, Personnel Officer danyula.flowers@ema.alabama.gov (205) 280-206	Emergency Management Accounting
<u>Alabama Department of Environmental Management</u>	Mary Jane Dennis mdennis@adem.alabama.gov	Chemical Engineering Civil Engineering Mechanical Engineering Agricultural/ Biosystems Engineering Biology Chemistry Geology Environmental Science Meteorology
<u>Alabama Department of Conservation & Natural Resources</u>	DCNR Personnel & Payroll DCNR.personnel@dcnr.alabama.gov (334) 242-3501	Biological Sciences (Ecology, Fisheries, Marine & Wildlife) Business Administration Communications Engineering Hospitality Information Technology Law Marketing

Crimesceneinvestigator.net (job site)