

# The Florida Supreme Court Public Outreach Internship

The Florida Supreme Court is pleased to announce a **Spring Internship** opportunity available each year. Located in downtown Tallahassee, the program provides a high quality, practical work experience for **current communications, criminology, or education students** or those studying in related fields at the undergraduate level. It will offer students the opportunity to earn credits while gaining valuable work experience in public speaking, teaching, writing, government, the law, and the court system. This is an unpaid internship starting each January for the spring semester.

**About the Florida Supreme Court.** The Florida Supreme Court is the highest state appellate court. Each year, over 3,500 visitors visit the courthouse during the Spring Legislative Session to learn more about the third branch of government. The court provides a structured educational program to larger groups. These tours last between 60 and 90 minutes and the majority of these tours are made up of 4th through 12th graders. Adult groups, such as leadership groups and special guests, also visit.

**About the Internship.** The internship will include writing and publishing opportunities with the Florida Supreme Court's Historical Society and the state court system's newsletter publications. The intern will also assist the Public Information Office with tour coordination, scheduling and presentations for the Supreme Court Tour Program. The intern will be responsible for learning the history of the Court, the role of the judicial branch of government and the structure of the Florida State Courts System.

The goals and benefits of the internship include:

- The program will enhance the student's ability to speak to groups, both large and small, and to varying types of groups, both student groups and professionals.
- The program provides the student a learning opportunity regarding civics, our state and federal government and the Florida court system.
- The program will add to a student's resume and help in acquiring a professional position.
- The internship will provide needed personnel to the Public Information Office.

Skills needed are:

- strong public speaking skills,
- writing skills,
- organization skills,
- the ability to work with and get along with others
- the ability to be a part of a team
- the ability to dress properly for a courtroom environment
- the ability to work within policies requiring professional behavior

## **Other Requirements**

Successful applicants must arrange for course credit with their university departments. **The acceptance of any applicant into the program is contingent upon receiving university course credit for the internship.** The Public Information Office will process any evaluations or other documents required by the university.

**Applications and Notification.** Students interested should complete the application form, which is attached below.

***All applications, resumes, and transcripts must be received by December 1 in the year prior to the internship and mailed or emailed to:***

Craig Waters, Director  
Public Information Office  
The Florida Supreme Court  
500 S. Duval Street  
Tallahassee, FL 32399

[publicinformation@flcourts.org](mailto:publicinformation@flcourts.org)

Selected candidates will be notified by mail or email and must provide a written acceptance letter that includes verification that they will receive course credit for the internship and that they agree to all the terms and conditions contained in this document and in the application.

**Please complete the attached consent form for your criminal background check. On page 2 of the consent form, complete all information below the line that says, “I request a criminal history check on the following individual.” Thanks!**

# Florida Supreme Court Public Information Office Internship Application

**You may add additional pages to this application if necessary to make it more accurate and complete.**

Student name \_\_\_\_\_ Date \_\_\_\_\_

Mailing address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone (h) \_\_\_\_\_ (c) \_\_\_\_\_ Email \_\_\_\_\_

Why are you interested in an internship at the Florida Supreme Court? \_\_\_\_\_

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What would you like to achieve with a Florida Supreme Court internship? \_\_\_\_\_

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Please provide the estimated weekly working schedule you would be available \_\_\_\_\_

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**A final weekly working schedule will be required after you verify your course credit for the internship. If you are accepted, the acceptance will be contingent upon you providing proof of receiving course credit, such as a university course registration notice or a letter from your academic advisor.**

What would be your starting and ending dates? \_\_\_\_\_

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Mark areas that are your special skills with an "S" and special interests with an "I"

\_\_\_ Teaching \_\_\_ Public Speaking \_\_\_ Writing \_\_\_ Graphic or Web Design

\_\_\_ Research \_\_\_ Working with youth \_\_\_ Publications

\_\_\_ Photography/artwork \_\_\_ Independent worker

\_\_\_ Creativity \_\_\_ Languages (list) \_\_\_\_\_

\_\_\_ Computer skills (list programs) \_\_\_\_\_

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Others \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of any first degree misdemeanor or felony? If so, list the offense(s), the date and place of the offense(s), and the outcome(s) (length of incarceration, probation, etc.). A conviction alone will not necessarily disqualify you. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of current academic institution \_\_\_\_\_

Year in school \_\_\_\_\_ Major(s) \_\_\_\_\_

Academic advisor for the internship \_\_\_\_\_

Department \_\_\_\_\_

Advisor's mailing address \_\_\_\_\_

Advisor's phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Completed course work supporting the internship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List past volunteer, intern, school, or work experience that is relevant to the internship. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current employer and phone number \_\_\_\_\_

**By signing this application, I certify that the information provided in this application is true and accurate. I further understand and agree (1) that any acceptance will be contingent upon me providing proof of course credit for the internship and (2) that I will be subject to a background check by the Supreme Court Marshal's Office. I also agree that I will abide by internal Supreme Court employee and volunteer policies.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please send your application, resume including three references, and your current college transcript listing grades mailed directly from the Registrar's Office to:**

Mr. Craig Waters, Public Information Office,  
Florida Supreme Court, 500 South Duval Street, Tallahassee, Florida 32399  
[publicinformation@flcourts.org](mailto:publicinformation@flcourts.org)

# Supreme Court of Florida

Office of the Marshal

500 South Duval St.

Tallahassee, FL 32399-1925

## CONSENT TO CRIMINAL BACKGROUND INVESTIGATION

I, (print name) \_\_\_\_\_, consent to a criminal background investigation conducted by the Supreme Court of Florida Office of the Marshal as a condition of my work in the Supreme Court building. Also, I will attach a copy of my **SOCIAL SECURITY CARD** and **DRIVERS LICENSE** and/or **PHOTO ID**. I, therefore, authorize the Office of the Marshal to conduct a search of the Florida Crime Information Center (FCIC) database, the National Crime Information Center (NCIC) database, as well as other criminal information databases, for any information pertaining to me. I understand that information obtained by the Office of the Marshal in the course of a criminal background investigation will be kept confidential unless I consent to disclosure.

I release the Supreme Court of Florida and any organization contacted during this criminal background investigation from liability or damage that may result from information obtained through a criminal background investigation. Photo static copies of this document carry the same authority as the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Before me appeared \_\_\_\_\_, who stated that this document and its intent were explained to him/her, that he/she has full knowledge of its purpose, and that he/she executed this document of his/her freewill and accord.

\_\_\_\_\_  
Witness

Name of Employer \_\_\_\_\_.

# CRIMINAL HISTORY INFORMATION REQUEST

Supreme Court of Florida Office of the Marshal  
500 South Duval St.  
Tallahassee, Fl. 32399

**\*\*Company/Department Contact please fill out below\*\***

Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Requested by: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Fax: \_\_\_\_\_

Employment App \_\_\_\_/Contractor \_\_\_\_

Pursuant to provision of Chapter 119, F.S.

I request a criminal history record check on the following individual:

## Name & Description

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Scars, Marks, Tattoos: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Birth (City, State, Country): \_\_\_\_\_

## Current Address

Street: \_\_\_\_\_ Apt./Bldg. Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Drivers License & Vehicle

Drivers License / Photo ID Number: \_\_\_\_\_

(Attach a copy of your Drivers License / Photo ID)

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Year: \_\_\_\_\_ Tag Number \_\_\_\_\_ State: \_\_\_\_\_

Any questions call 850-922-5270 or 850-488-8845