



The Judicial Branch Experiential Learning Programs



The Virtual Internship



Syllabus
Summer 2021



External Affairs Division



Background and Syllabus for the Judicial Branch's Virtual Summer Internship

Background

Due to the uncertainty caused by COVID-19 and the fact that college students are not able to receive the traditional onsite internship experience, the Judicial Branch is offering students the opportunity to participate in a 9-week, approximately 80 hour virtual internship this summer.

Objective

To provide students with the opportunity to learn about the important role that the Judicial Branch plays in our democracy.

Dates

The internship will begin on Monday, June 14, 2021, and will end on Friday, August 13, 2021.

Hours

Interns are expected to work approximately 9 hours each week for a total of approximately 80 hours.

Requirements

To be eligible for this program, students must:

- Be enrolled in an institution of higher education and recommended by a representative of the institution to participate in the internship
- Be taking the internship for credit
- Be available to attend the interactive presentations (see list of dates at the end of the syllabus)
- Have access to a computer with a microphone and camera, and with high speed Internet access

Activities

The first week will consist of an intern orientation. Beginning on week two, there will be weekly learning modules that will focus on a specific functions of the criminal judicial system. Each module will consist of a two-hour (or more) online presentation with an employee providing an overview of their function, how their position fits within the judicial system and the tasks they perform. There will also be the opportunity for the students to ask questions of the judges and employees. These presentations will be conducted via Zoom.

Additionally, interns may be expected to participate in presentations on some Tuesdays, Wednesdays and Fridays. A list of these dates and times is included at the end of the syllabus. Finally, students will be directed to view other training videos related to the specific module and to complete specific assignments.

Program

Please note that this syllabus is subject to change.

Week 1: June 14 – 18 | Intern Orientation

The internship will start with an interactive presentation via Zoom on Monday, June 14, 2021, from 9 a.m. to 1 p.m. Melissa Farley, Executive Director of the External Affairs Division, will welcome the students and Paul Bourdoulous, Director of Support Enforcement, will provide remarks. Juana Brown, Trecia Austin and Melissa Renna, intern coordinators, will discuss program requirements, conduct and confidentiality, Judicial Branch policies, the intern portal, the Learning Management System (LMS), program evaluations and end of semester tasks. Additionally, Donna Benoit, Program Manager for the Employee Education and Development Unit, will facilitate a presentation on “The Multigenerational Workplace.”

Students will participate in an interactive presentation via Zoom on Wednesday, June 16, 2021, from 9 a.m. to 11:30 a.m. on sexual harassment conducted by Donna Benoit, Program Manager. Students are required to read information about sexual harassment awareness prior to this presentation.

The students will participate in an interactive presentation via Zoom on Friday, June 18, 2021, from 9 a.m. to 12:00 p.m. with Donna Benoit, Program Manager for the Employee Education and Development Unit, on effective communication. This synchronous educational program provides an opportunity for Judicial Branch employees to explore the impact of effective communication. We all rely heavily on communication skills, yet effective communication presents a challenge for many in the workplace. This program is designed to bring awareness about communication so that participants may put into practice the strategies for becoming a more effective communicator. Participants will explore verbal and non-verbal communication, listening skills, the use of questions, communication barriers, and recognizing your own communication style among other topics.

Following the Effective Communication presentation, the students will be with provided information and instructions on the group activity that will be due on Wednesday, August 11, 2021. Finally, students will enjoy a “Meet and Greet” virtual social gathering. Interns will have the opportunity to meet their class peers by gathering in breakout rooms.

Online classes

- Essentials of Justice
- How law and order became political code for discrimination

Deliverables due on Wednesday, June 16 at 5 p.m.

- Students are required to read information about sexual harassment awareness prior to this presentation. The information is in the LMS.

Deliverables due on Friday, June 18 at 5 p.m.

- Take the online course in LMS and complete necessary assignments in LMS.
- Write a 250 word journal entry on the following topic: *What I hope to get out of my internship with the Judicial Branch.*

Week 2: June 21 – 25 | Adult Probation

This week will start with an interactive presentation via Zoom on Monday, June 21, 2021, from 9 a.m. to 11:30 a.m. with Mikisha Bellamy, Chief Probation Officer and LaTira Nesmith, Adult Probation Officer II of the Court Support Services Division's Training Academy. They will provide an overview of adult probation, how adult probation officers effectively monitor sex offenders, how they motivate and engage clients and the purpose of pre-sentence investigations. This interactive training will include a review of the core components of the Pre-Sentence Investigation and will include hands-on activities for optimum applicability of theory, policy and practice. After attending this training, students will write a Pre-Sentence Investigation after identifying:

- The consumers and components of Pre-Sentence Investigation reports
- Court documents necessary to begin the Investigation

Students will participate in an interactive presentation on Wednesday, June 23, 2021, from 9 a.m. to 11:30 a.m. conducted by Brian Coco, Quality Assurance Coach/Trainer with Community Solutions, Inc. Mr. Coco will provide an overview of Level of Service Inventory (LSI): an initial intake instrument administered by an adult probation officer or intake assistant and the Adult Substance Use Survey; a self-report instrument measuring substance use and problems often associated with substance use.

Virtual Office Hour: Students may meet with the Intern Coordinators during the weekly virtual office hour on Friday, June 25, 2021, from 12 noon to 1 p.m. via Zoom.

Deliverables due on Friday, June 25, 2021 at 5 p.m.

- Complete the Pre-Sentence investigation report

Week 3: June 28 – July 2 | The Role of Bail Commissioners in the Criminal Justice System and the Role of Support Enforcement Services

This week will begin with an interactive presentation on Monday, June 28, 2021, from 9 a.m. to 12:30 p.m. with Betzalie Colon, Supervising IAR Specialist, who will provide an overview of bail services and the validated risk assessment tool (CDR) that bail commissioners use when setting bail. Students will actively participate in mock interviews using the CDR with bail services staff. Next, the presenter will show a video of several arraignments followed by a discussion. The live class will conclude with a classroom activity in which students will be presented actual case histories, and then be asked to make recommendations of conditions of release and/or bond.

On Wednesday, June 30, 2021, from 9 a.m. to 11 a.m., students will learn about Support Enforcement Services (SES) from Delbert Martinez, Court Planner II. SES works closely with state and federal agencies to operate the Connecticut Child Support Enforcement Program. SES's primary job is to help parents enforce and modify their child support orders.

Virtual Office Hour: Students may meet with the Intern Coordinators during the weekly virtual office hour on Friday, July 2, 2021, from 12 noon to 1 p.m. via Zoom.

Deliverables due on Friday, July 2 at 5 p.m.

- Bail services quiz in LMS.
- Students will be given 3 – 5 cases in LMS (first offender, domestic violence, etc.), corresponding police reports and CDR for each case. Students will be asked to review and analyze the materials, submit recommendations for conditions of release and/or bond, and explain their reasons for why each recommendation was made.
- Students will complete multiple choice questions to test their knowledge about support enforcement services.

Deliverables due by Tuesday, July 6 before 9 a.m.

- In advance of the presentation on Tuesday, July 6th, read the summary of *State v. John Panek*, SC 19772.

Week 4: July 6 – 9 | The Role of the Supreme and Appellate Courts

An interactive presentation on Zoom will be held on Tuesday, July 6, 2021, from 9 a.m. to 11:30 a.m. with Paul Hartan, Chief Administrative Officer of the Appellate System and Jill Begemann, Director of Appellate Operations. They will discuss the role of the appellate review in our legal system, how and why cases go to the Supreme and Appellate Courts, and how the appellate courts differ from the trial courts by analyzing the case of *State V. Panek*, SC 19772.

Additionally, Supreme Court Justice Maria Araujo Kahn and Appellate Court Chief Judge William H. Bright, Jr. will virtually “meet” with students to discuss their experience as a justice or judge, the role of the judiciary, and to answer any questions students may have.

Law School Lite

Students will read the case summary for *Haughwout v. Tordenti* (SC 20076), watch oral argument, read the court’s opinion and answer questions in LMS.

Virtual Tour/Podcasts – 1 hour

Students will take a virtual tour, listen to a Calendar Call Podcast and answer questions.

Virtual Office Hour: Students may meet with the Intern Coordinators during the weekly virtual office hour on Friday, July 10, 2021, from 12 noon to 1 p.m. via Zoom.

Deliverables due on Friday, July 9 by 5 p.m.

- Answer questions on the *Haughwout v. Tordenti* decision in LMS
- Answer questions about the *Appellate Jurisdiction* podcast in LMS
- Answer questions about the video entitled, *Enduring Grandeur* in LMS



Week 5: July 12 - 16 | Juvenile Court and Juvenile Detention

This week will begin with an interactive presentation via Zoom on Monday, July 12, 2021, from 9 a.m. to 12 noon with Meghan Korn, Juvenile Matters Supervisor with the Court Support Service Division's Training Academy. Ms. Korn will provide an overview of the Juvenile Justice System and answer questions from students.

Students will be required to participate in an interactive presentation by Mary Kay O'Sullivan entitled, *Understanding Young Adult Brain Development/Understanding the Impact on Older Adolescents*, via Zoom scheduled for Wednesday, July 14, 2021, from 9 a.m. to 11 a.m. This course will cover engagement strategies for young adult clients aged 8-24. The information presented will include the influence of brain development and chemistry on decision-making and behaviors of clients in this developmental phase.

Students will also be required to view the following videos and webinar, and answer questions in LMS:

- "The Color of Justice" (1 hour)
- "The Color or Justice Revisited" (26 minutes)
- "Moving Mental Health Systems from Perpetuating Disparities to Promoting Culturally Relevant Healing" (1 hour). *Please note that this presentation is not about Connecticut; however, the information is useful.*
- "Stay Involved" (13 min)
- "My Kid is in Detention, What Can I do?" (10 min)
- "My Kid is on Probation" (7 min)

Virtual Office Hour: Students may meet with the Intern Coordinators during the weekly virtual office hour on Friday, July 16, 2021, from 12 noon to 1 p.m. via Zoom.

Deliverables due on Friday, July 16 at 5 p.m.

- Complete the questions related to the *Color of Justice* video in LMS
- Complete the questions related to the *Color of Justice Revisited* video in LMS
- Complete the questions related to the *Moving Mental Health Systems from Perpetuating Disparities to Promoting Culturally Relevant Healing* presentation in LMS

Week 6: July 19 – 23 | Family Matters and Family Relations

This week will concentrate on an introduction to family services, domestic violence and family court including the impact of divorce on children.

The week will begin with an interactive presentation via Zoom on Monday, July 19, 2021, from 9 a.m. to 12:30 p.m. with Pamela Lang of the Court Support Services Training Academy, who will introduce the students to family services. She will also discuss the criminal and civil court processes, and provide students with an overview of temporary restraining orders.

Virtual Office Hour: Students may meet with the Intern Coordinators during the weekly virtual office hour on Friday, July 23, 2021, from 12 noon to 1 p.m. via Zoom.

Deliverables due on Friday, July 23 at 5 p.m.

- Complete homework entitled, "Navigating the Family Court System" in LMS
- In preparation for next week, students will be required to watch the video entitled, *Diversity Day Keynote Address* by Dr. Khalilah Brown-Dean in LMS (45 minutes)
- In preparation for next week, students will be required to answer questions related to the address by Dr. Khalilah Brown-Dean in LMS
- Included with the questions above is a requirement to draft a 200 word (or more) reflection on Dr. Brown-Dean's presentation and the relevance it has to events we have experienced this past year

Week 7: July 26 – 30 | Cultural Competency

This week will begin with an interactive session on Monday, July 26, 2021, from 9 a.m. to 12 p.m. given by Catherine Mazur, Court Planner for the Employee Education and Development Unit. This educational program provides an opportunity to explore the advantage of understanding and appreciating differences in the workplace. Federal, State, and Judicial Branch provisions are discussed in an interactive curriculum that guides participants to the conclusion that diversity in the work environment generates greater harmony, synergy, and productivity.

The Judicial Branch is constantly adjusting the ways in which it provides services. The Branch recognizes that cultural competence is an important factor in the way we treat the public and it is also essential to our court system and its diverse staff. To best highlight this, on Wednesday, July 28, 2021, from 9 a.m. to 12 noon, the Advisory Committee on Cultural Competency members, Isabel Alvarez and Samuel Bruder, will lead an interactive discussion on the Judicial Branch Advisory Committee on Cultural Competency's Culture Matters video where they will cover the following:

- What is culture?
- What does it mean to be cultural competent versus culturally responsive?
- How does culture impact what you do every day?
- Is it okay to have an implicit bias?
- Does implicit bias impact our workplace?

Students will be required to watch the following videos in LMS:

- Prejudice and Discrimination Crash Course (10 minutes)
- The Layers of Unconscious Bias-CTN (1 hour)
- How to Outsmart Your Unconscious Bias (17 min)

Additionally, students will have the opportunity to test themselves for hidden bias by taking the Harvard implicit bias tests.

Virtual Office Hour: Students may meet with the Intern Coordinators during the weekly virtual office hour on Friday, July 30, 2021, from 12 noon to 1 p.m. via Zoom.

Deliverables due on Friday, July 30 at 5 p.m.

- Answer questions about the Prejudice and Discrimination Crash Course in LMS
- Answer questions related to Layers of Unconscious Bias in LMS
- Answer questions related to the How to Outsmart your Unconscious Bias Ted Talk in LMS

Week 8: August 2 – 6 | Victim Services

Office of Victim Services Overview

Students will participate in an interactive presentation via Zoom on Monday, August 2, 2021 from 9 a.m. to 12:30 p.m. with Valina Carpenter, Deputy Director of the Office of Victim Services, who will discuss the information and services that the Office of Victim Services provides to victims of violent crime and their families, including advocacy during adult and juvenile court proceedings and financial help for out-of-pocket expenses caused by the crime.

A Look at the Criminal Justice System from the Victim's Perspective

The students will participate in an interactive presentation via Zoom on Wednesday, August 4, 2021, from 9 a.m. to 12 noon with LeeAnn Vertefeuille, Victim Advocate. Having learned about the criminal justice system from the prospective of adult probation officers, bail commissioners and juvenile probation officers, Ms. Vertefeuille will discuss how the system works from the perspective of a victim in Connecticut.



Virtual Office Hour: Students may meet with the Intern Coordinators during the weekly virtual office hour on Friday, August 6, 2021, from 12 noon to 1 p.m. via Zoom.

Deliverables due on Friday, August 6 at 5 p.m.

- Draft a 250 word journal entry on the following topic: *Following this week's presentations, what do you now know about victim services and the impact of crimes on victims that you did not previously know?*
- In preparation for next week, take the quiz in LMS to test your knowledge of jury service.

Week 9: August 9 - 13 | Jury Service, Group Presentations and Wrap Up

Students will be required to participate in an Interactive presentation via Zoom on Monday, August 9, 2021 from 9 a.m. to 12 p.m. with Shari Deluca, Court Planner for the Jury Outreach Program. The right to a jury trial is a cornerstone of Connecticut's system of justice. Jury service is not merely an obligation - it is every citizen's right. Students will be fully informed of their rights and obligations related to jury service, with the goal of easing any fears or concerns about serving as a juror in Connecticut.

Group Presentations

Interactive group presentations via Zoom on Wednesday, August 11, 2021 from 9 a.m. to 11 a.m. Each group will be given 5-10 minutes to present their completed project to the class.

Virtual Internship Wrap Up

The students will participate in the “wrap up” session on Thursday, August 12, 2021, from 9 a.m. to 12 p.m. with Juana Brown, Trecia Austin and Melissa Renna, Volunteer and Intern Coordinators for the Experiential Learning Program. The topics that will be discussed include:

1. Welcome
2. 5 Dos and Don'ts to Resume Writing
3. Job Interview Training
4. Starting the Job Search
5. Certificate presentation

Virtual Office Hour: Students may meet with the Intern Coordinators during the weekly virtual office hour on Friday, August 13, 2021, from 12 noon to 1 p.m. via Zoom.

Deliverables due on Friday, August 13 by 5 p.m.

The students will view the following two videos and will be required to complete video viewing guides in LMS.

- **Juror Orientation Video – 16 minutes** - Answer questions about the Juror Orientation video in LMS
- **Answering the Call for Jury Service – 3 minutes** - Answer questions about the Answering the Call for Jury Service video in LMS

Students will also be required to:

- Retake the quiz in LMS on jury service
- Complete and submit program evaluation

Dates and Times that Students Must be Available to Participate in the Virtual Internship

Date and Time	Activities
Monday, June 14, 2021, from 9 a.m. to 1 p.m.	Intern Orientation
Wednesday, June 16, 2021, from 9 to 11:30 a.m.	Sexual harassment training
Friday, June 18, 2021, from 9 to 12 p.m.	Effective Communication, Virtual Intern Meet and Greet
Monday, June 21, 2021, from 9 a.m. to 11:30 a.m.	Overview of Adult Probation
Wednesday, June 23, 2021, from 9 to 11:30 a.m.	Level of Service Inventory
Monday, June 28, 2021, from 9 a.m. to 12:30 p.m.	Overview of Bail Services
Wednesday, June 30, 2021, from 9 a.m. to 11 a.m.	Overview of Support Enforcement Services
Tuesday, July 6, 2021, from 9 a.m. to 11:30 a.m.	The Role of the Supreme and Appellate courts
Monday, July 12, 2021, from 9 a.m. to 12 p.m.	Overview of the Juvenile Justice System
Wednesday, July 14, from 9 a.m. to 11 a.m.	Understanding the Young Adult Brain
Monday, July 19, 2021, from 9 a.m. to 12:30 p.m.	Introduction to Family Services
Monday, July 26, 2021, form 9 a.m. to 12 p.m.	Interactive Presentation on Cultural Competency
Wednesday, July 28, 2021, from 9 a.m. to 12 noon	What is Culture?
Monday, August 2, 2021, from 9 a.m. to 12:30 p.m.	Overview of Office of Victim Services
Wednesday, August 4, 2021, from 9 a.m. to 12 p.m.	Criminal Justice System from the Victim's Perspective
Monday, August 9, 2021, from 9 a.m. to 12:00 p.m.	Overview of Jury Service
Wednesday, August 11, 2021, from 9 a.m. to 12:30 p.m.	Group Presentations
Thursday, August 12, 2021, from 9 a.m. to 12 p.m.	Wrap-Up Session

Virtual Internship: Getting Started

Zoom is a collaborative meeting app with video, audio, and screen sharing features. In order to participate, you will need the following:

- A computer (laptop or desktop), tablet, or smart phone (iOS or Android);
- Secure and dependable internet service; and
- Zoom installed on your device.

Planning Effective Participation

Testing your technology is one way of ensuring effective participation in the virtual internship. However, there are several additional considerations to keep in mind. These include:

- **Minimizing background noise and distractions.** You are expected to have a quiet location with minimal background distractions. Ensure that there is no television, radio, or music playing in the background, and that there are no conversations taking place in adjoining rooms that may be overheard during the presentation. Also ensure that there will be no interruptions or distractions, such as children or pets.
- **Using an appropriate background.** Find a place that has a blank or solid color wall. Avoid using a virtual background as it may affect the quality of your video. If you decide to use a virtual background, choose a professional one. You may also blur your background.
- **Ensuring adequate lighting and visual.** Improve your lighting by using natural light in front of the computer or to the side of the computer, or overhead lighting to add light beside the computer. Avoid sitting in front of a window and having natural light directly behind you, as it may affect your camera's ability to provide a proper image of you to other participants. Be familiar with how to dim the screen brightness on your computer screen. Extremely bright screens can affect the way you are shown and can cause reflections in eyeglasses.
- **Proper positioning of your device.** If using a laptop, position your camera by setting the laptop on a few books or a box so other participants may see you at eye level. Others should see your head, shoulders, and the top half of your torso. If using a tablet or smartphone, mount your device on a stable surface so that you may be viewed in a stationary position.
- **Using a headset with a microphone.** If you do not have one, try using one from your smartphone with a built-in microphone and mute button, which may reduce echo and provide the clearest sound quality.