

**SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY**

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| Section: <u>CS-129</u> Pg. <u>1</u> of <u>4</u> Attachments _____<br>Subject: <b>INTERNSHIP / EXTERNSHIP POLICY</b><br>Policy <input checked="" type="checkbox"/> Procedure <input checked="" type="checkbox"/> Information _____<br>Policy Authority: _____ | Original Date _____<br>New _____ Addl _____<br>Revision <input checked="" type="checkbox"/> Date <u>10/17/10</u><br>Related Sections _____<br>Authorized Signature _____<br>_____ |
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**POLICY:**

The Superior Court, including individual Judicial Officers, (“Superior Court”) occasionally utilizes interns or externs (“Interns”) who participate in the work of the Superior Court. There are various types of internships and externships (“Internships”) that currently exist, and that could exist in the future, within the Superior Court. This Internship/Externship Policy (“Policy”) is designed to provide general guidance for such Internships.

**I. Internships**

All Internships must be consistent with the mission of the Superior Court and all applicable laws as well as security, confidentiality, conflict of interest and other obligations. This Policy is designed to provide general guidance only, recognizing that the structure and needs of various Internships vary substantially.

**II. Sponsoring Agencies and Sponsors**

Internships include those arranged by the Superior Court as well as in conjunction with law schools and other entities and individuals (“Sponsoring Agencies”). Within the Superior Court, Internships are supervised and administered by various individuals, including Judicial Officers, Court Administration and others. Each Intern must have a single, named individual responsible for the supervision of the Intern (“Sponsor”). A Sponsor may be a Judicial Officer, a Court Administrator and any other appropriate individual within the Superior Court. If the Sponsoring Agency requires a written contract with the Superior Court regarding the Internship, such contract must be reviewed by the Superior Court’s General Counsel and may only be effective upon approval by the Presiding Judge of the Superior Court.

- A. Each Sponsor is responsible for the following:
1. Working with the applicable Sponsoring Agency.
  2. Selecting the Intern who will participate in the Internship.

3. Engage in In-processing of the pending Internship by bringing it to Human Resources attention by calling 506-4343. Utilize the attached Internship/Externship Form to notify CTS of the pending internship. This ideally occurs two weeks in advance to allow for the necessary time to complete required actions.
4. Supervision of the Intern during the Internship.
5. Engage in Out-processing at the conclusion of the Internship.

### III. In-Processing

- A. Two or more weeks prior to the beginning of the Internship, the Sponsor of each Intern must ensure that the Intern contacts Court Human Resources (HR) at (602) 506-4343 to schedule in-processing.
- B. When an Intern calls HR, an appointment is set with the Intern and the Intern is notified of items he or she should bring to the appointment. The In-processing appointment should occur on or before the Intern's first day with the Superior Court and includes reviewing required documents, completing required forms, any fingerprinting, the issuance of any ID badge to be provided to the Intern and any other related in-processing actions required by HR.
- C. If the Intern will need to use Superior Court computer hardware, the Intern's Sponsor should e-mail the attached Internship/Externship Form to "CTS Technical Support" or send it to CTS via facsimile at 602-506-6309 to make the request two or more weeks prior to the beginning of the Internship. Use of Superior Court computer hardware by the Intern is subject to availability and the following limitations:
  1. Superior Court computer hardware may be provided for use by an Intern only if adequate hardware already exists within inventory.
  2. Superior Court computer hardware needing a data jack will only be placed where a pre-existing active data jack exists.
  3. If the Intern is to use Superior Court computer hardware, during In-Processing, the Intern must receive the Electronic Communications Policy located at <http://courts.maricopa.gov/policies/docs/CS-125.pdf> and sign the acknowledgment on page eleven of that document.
  4. Personally owned computers, including laptops owned by Interns, may not be connected to the wired network infrastructure. However, if public WiFi is available within their work area, Interns may connect personally owned computing devices to that service.

### IV. Supervision

The Intern's Sponsor is responsible for supervising the Intern during the course of the Internship. Supervision includes informing the Intern of all applicable policies and practices, including security, confidentiality, conflict of interest, code of conduct, political activity, appropriate use of court facilities and resources and safety, emergency and evacuation procedures. The Intern's Sponsor also is responsible for day-to-day supervision of the Intern, including communicating and overseeing work assignments and deadlines, objectives and expectations.

V. Out-Processing

Upon termination of the Internship, any Superior Court identification card/badge issued to an Intern shall be returned to Superior Court Security. Upon termination of the Internship, CTS shall be notified in writing and CTS shall terminate any access and retrieve any computer equipment assigned for use by the Intern. The Intern's Sponsor is encouraged to conduct an exit interview with the Intern and to relay to the appropriate Superior Court personnel any suggestions or recommendations.

**Internship/Externship Form**

**1. Purpose**

This form is used by the Sponsor of an Intern to inform Court Technology Services (CTS) of applicable Internship information according to the Internship/Externship Policy.

**2. Procedure**

Two or more weeks prior to the beginning of the Internship, inform CTS, if computing resources are requested, of the pending Internship by e-mailing or sending by facsimile this form to the contacts listed below.

- CTS: If computer resources are requested in the table below, e-mail to “CTS Technical Support” or facsimile to 602-506-6309.

| <b>Required Information</b>                        |  |
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| Intern's Legal Name (Last, First, Middle Initial): |  |
| Internship Start Date:                             |  |
| Internship End Date:                               |  |
| Internship Work Location:                          |  |
| Sponsor's Name (Last, First):                      |  |

| <b>CTS Required Information</b> |                        |  |
|---------------------------------|------------------------|--|
| <b>Option</b>                   | <b>Requested (Y/N)</b> | <b>Notes for Sponsor</b>   |
| Computing Device                |                        | A computing device consists of either a traditional PC (desktop or laptop) or, more likely for an Intern, a thin client device that provides a typical desktop and the same functions as a PC. If requested, a computing device may be made available based upon existing levels of unused hardware. |
| Internet Access                 |                        | If requested, CTS will create a temporary network account for use by the Intern that has the ability to connect to the internet.   |
| Outlook e-mail                  |                        | If requested, CTS will create a temporary electronic mailbox for the Intern.   |
| iCIS View Access                |                        | If requested, CTS will run the request through the standard iCIS account creation process that involves getting approval from authorized individuals.  |