

ILLINOIS DEPARTMENT OF
CORRECTIONS



INTERNSHIP GUIDEBOOK SPRING 2023

IDOC HAS A VARIETY OF **INTERNSHIPS** FOR UNDERGRADUATE & GRADUATE STUDENTS.

HOW DO I APPLY?

- **Review** the list of opportunities on the next page.
- **Contact** doc.idocjobs@illinois.gov & provide your preferred location.
- **Complete** & return the required documents.
- **Wait** for the facility to contact you to schedule an interview & tour.
- **Confirm** your acceptance then complete the background check, paperwork, & orientation.



INTERNSHIP QUALIFICATIONS:

1. Must be registered as a full-time student at an accredited college or university, working toward a bachelor's or graduate degree with major coursework in Corrections, Law-Enforcement, Behavioral/Social Sciences, Healthcare, Public Administration, Business Administration, Political Science, or another related field.
2. Pass an agency background investigation and drug screening.
3. Work in a secure correctional environment.
4. Prepare written and oral reports.
5. Follow policy and procedures outlined by the agency and facility.

APPLICATION PERIOD:

Summer

January 15 - February 15

Fall

March 15 - April 15

Spring:

September 15 - October 15

FREQUENTLY ASKED QUESTIONS:

Q. How will I find out if I've been offered an internship?

A. We will contact you and your academic advisor with further instructions after receiving all required documentation.

Q. Is this a paid internship?

A. No, this is an academic Internship that will allow you to earn credit towards your degree.

Q. How long does placement take?

A. The process can take up to 3 months, including background clearance and documentation review.

Q. Do I need a Driver's License?

A. No, but you must have two forms of ID, including one government ID with a photo.

Q. What are the citizenship requirements?

A. You can be a citizen or a non-citizen with right-to-work authorization documentation.

CURRENT INTERNSHIP OPPORTUNITIES BY LOCATION

Centralia Correctional Center

- Clinical Services
- Records

Chicago - Department Headquarters

- Communications
- Legal

Danville Correctional Center

- Business Office
- Chaplaincy
- Clinical Services/Social Work

Decatur Correctional Center

- Mental Health

East Moline Correctional Center

- Business Office
- Clinical Services
- Records

Fox Valley Adult Transition Center

- Business Office
- Clinical Services
- Community Re-Entry
- Leisure Activities
- Operations
- Social Work

Graham Correctional Center

(Hillsboro)

- Clinical Services
- Healthcare
- Mental Health

Illinois River Correctional Center

(Canton)

- Business Office/Accounting/Management
- Clinical Services/Social Work
- Healthcare/Nursing
- Education
- Mental Health
- Personnel
- Records

Jacksonville Correctional Center

- Business Office/Accounting
- Clinical Services/Social Work
- Records

Kewanee Life Skills Re-Entry Center

- Clinical Services

Lawrence Correctional Center (Sumner)

- Administration/Business Office
- Chaplaincy
- Clinical Services/Social Work
- Leisure Activities

Lincoln Correctional Center

- Mental Health

Menard Correctional Center (Chester)

- Business Office/Accounting
- Chaplaincy
- Clinical Services/Social Work
- Healthcare/Nursing
- Mental Health
- Records

Peoria Adult Transition Center

- Clinical Services/Social Work

Pinckneyville Correctional Center | Murphysboro Life Skills Re-Entry Center

- Chaplaincy
- Leisure Activities
- Mental Health

CURRENT INTERNSHIP OPPORTUNITIES BY LOCATION

Pontiac Correctional Center

- Accounting/Administration/Business Office
- Chaplaincy
- Dietary
- Education
- Leisure Activities
- Maintenance Department
 - Mechanical Engineer
 - Electrical Engineer
 - Structural Engineer
 - Project Manager
- Medical
- Mental Health
- Personnel
- Records

Robinson Correctional Center

- Business Office
- Clinical Services
- Education
- Mental Health
- Records

Shawnee Correctional Center (Vienna)

- Chaplaincy
- Clinical Services/Social Work
- Administration/Business Office
- Health Care (Administrative & Medical Records)
- Leisure Activities
- Mental Health
- Records

Sheridan Correctional Center

- Clinical Services/Social Work

Springfield – Department Headquarters

- Auditing
- IT

Southwestern Correctional Center (East St Louis)

- Chaplaincy
- Clinical Services/Social Work
- Counseling
- Education
- Leisure Activities
- Mental Health
- Records

Taylorville Correctional Center

- Administration/Business Office
- Chaplaincy
- Clinical Services/Social Work
- Dietary
- Mental Health
- Leisure Activities
- Records

Vandalia Correctional Center

- Administration/Business Office
- Chaplaincy
- Clinical Services/Social Work
- Dietary
- Health Care
- Leisure Activities
- Mental Health

Vienna Correctional Center

- Business Office/Accounting
- Clinical Services/Social Work
- Healthcare
- Internal Reviews/Policy
- Mental Health
- Personnel
- Training
- Records/Data Entry

Western Correctional Center (Mt Sterling)

- Business Office
- Clinical Services/Social Work
- Mental Health (2 openings)