Background and Syllabus for the
Judicial Branch’s Virtual Internship

Background: Due to the uncertainty caused by COVID-19 and the possibility that college students may be unable to receive the traditional onsite internship experience, the Judicial Branch is offering students the opportunity to participate in a 10-week, 80 hour virtual internship this Fall.

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, September 14, 2020, and will end on Friday, November 20, 2020.

Hours: Interns are expected to work 8 hours each week, for a total of 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 function of the criminal judicial system. Each module will consist of a two-hour (or more) online presentation with an employee providing an overview of his/her function, how his/her position fits within the judicial system and the tasks he/she performs. There will also be the opportunity for the students to ask questions of the employees. These presentations will be conducted via Saba classroom. Additionally, the interns may be expected to participate in presentations on some 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.
Syllabus

Week 1:
Intern Orientation
Sept. 14-18

This week will start with an Interactive presentation via Saba classroom on Monday, September 14 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. Topics will include: program requirements, conduct and confidentiality, overview of Judicial Branch policies, the intern portal, program evaluations and end of semester tasks. Additionally, Isabel Alvarez, Program Manager for the Employee Education and Development Unit, will facilitate a presentation on “The Multigenerational Workplace.”

Students will also be required to take the following courses available on the Branch’s intern website and to complete video viewing guides and other materials to reinforce the material presented in the courses.

Online classes total 3 hours, 36 minutes

1. Essentials of Justice
2. PREA Refresher
3. Sexual Harassment Refresher
4. Securing the Human – Security Awareness Training
5. Ethics in the Workplace
6. The Power of Positivity
7. Emotional Responses to Workplace Change

Finally, students will be required to write a short journal entry on the following topic: *What I hope to get out of my internship with the Judicial Branch.*

Week 2:
Adult Probation
Sept. 21-25

This week will start with an Interactive presentation on Saba classroom on Monday, September 21, 2020, from 9 a.m. to 11 a.m. with Mikisha Bellamy, Chief Probation Officer and LaTira Nesmith, Adult Probation Officer II of the Court Support Service Division’s Training Academy. They will provide an overview of adult probation and will answer questions from the students. The presentation will also include how adult probation officers effectively monitor sex offenders, how they motivate and engage clients and the purpose of pre-sentence investigations.

The students will get a short break and will join another Saba classroom on Monday, September 21, 2020, from 11:15 a.m. to 1:15 p.m. with 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 (ASUS); a self-report instrument measuring substance use and problems often associated with substance use.

Students will participate in an interactive presentation on Wednesday, September 23, from 9 a.m. to 11 a.m. conducted by Allyson Bettini, Compliance Specialist and Mikisha Bellamy, Chief Probation Officer. The presentation is entitled “Frameworks – Principles of Effective Interventions for Working with Clients,” and will include information about the community network of providers and an overview of their services available for adult probationers.

Students will also be required to observe at least two criminal sentencings to better understand how pre-sentence investigations that are prepared by adult probation officers are used by judges.

Finally, the students will be required to write a short essay on what they learned from observing the sentencings.

**Week 3:**
**Sept. 28 - Oct. 2**

**The Role of Bail Commissioners in the Criminal Justice System**

This week will begin with an interactive presentation on Saba classroom on Monday, September 28, 2020, from 9 a.m. to 1 p.m. with Betzalie Colon, Supervising IAR Specialist, who will provide an overview of bail services. She will also discuss the validated risk assessment tool that bail commissioners use when setting bail. The students will have the opportunity to use this tool to set bail on a case that is presented. Students will also have the opportunity to participate in mock intake interviews. Finally, the students will have the opportunity to ask questions.

**Observe arraignments:** Students will observe at least 1.5 hours of arraignments by accessing the Judicial Branch’s YouTube stream to court proceedings. The students will be asked to complete a list of questions related to the arraignment process.

**Research:** Students will conduct research and will write an essay on the following topic: *Understanding that the purpose of bail is to set the minimum requirements to ensure that a defendant appears in court for his/her hearing, what factors do you believe that bail commissioners should use when determining the appropriate bond?*

**Week 4:**
**Oct. 5 – 9**

**The Role of the Supreme and Appellate Courts**

An interactive presentation on Saba classroom will be held on Monday, October 5, 2020, from 9 a.m. to 11 a.m. with Paul Hartan, Chief Administrative Officer of the Appellate System; Carolyn Ziogas, Chief Clerk; Eric Levine, Reporter of Judicial Decisions; Jaime Porter, Supreme Court Motions Supervisory Attorney, and Jessie Opinion, Deputy Chief Staff Attorney. They will discuss the role of 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. Additionally, a Supreme Court justice will virtually “meet” with the students to discuss his or her experiences as a justice, the role of the judiciary, and to answer any questions the students may have.

Law School Lite

Students will read the case summary for *Haughwout v. Tordenti* (SC 20076) and watch oral argument.

- **Summary**
- **Oral Argument Video**

Afterward, students will read the court’s [opinion](#) and answer the following questions:

- Facts: Who are the parties and what happened leading up to this case?
- What is in dispute?
- What does each side argue?
- What was the court’s decision (holding)?
- Rationale – what were the reasons for the holding?
- Final thoughts – What is your opinion? Did the court get it right?

3. Virtual Tour/Podcasts - 1 hour

- The students will be asked to take a virtual tour, and listen to the following two relevant Calendar Call Podcast and complete listening guides:
  
  i. [Filing an Appeal](#)
  
  ii. [Appellate Jurisdiction](#)
  
  iii. [Supreme Court Tour: Enduring Grandeur](#)

### Week 5: Juvenile Court and Juvenile Detention

Oct. 13 – 16

This week will begin with an Interactive presentation on Saba classroom on Tuesday, October 13, 2020, from 9 a.m. to 11 a.m. 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 the students.

Students will be required to participate in an interactive presentation entitled, *Understanding Young Adult Brain Development/Understanding the Impact on Older Adolescents*, on Saba classroom scheduled Wednesday, October 14, 2020 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.
The students will also be required to view the following videos and webinar and to complete a short essay and video viewing guides:

- “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)

Additionally, the students will be required to view the following:

- “Stay Involved” (13 min)
- “My Kid is in Detention, What Can I do?” (10 min)
- “My Kid is on Probation” (7 min)

Homework: In preparation for next week, students will be asked to take an online quiz about their knowledge of jury service.

Week 6: Jury Service
Oct. 19-23

Prior to Monday, October 19, 2020, the students will be asked to take an online quiz about their knowledge of jury service.

The students will then be required to participate in an Interactive presentation on Saba classroom on Monday, October 19, 2020 from 9 a.m. to 11 a.m. with Shari Deluca, Court Planner for the Jury Outreach Program. The right to a trial is a cornerstone of Connecticut’s system of justice. Jury service is not merely an obligation - it is every citizen’s right. The 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.

Study the Issue of Racial Discrimination in the Selection of Juries

The students will read the CT Supreme Court case, State of Connecticut v. Evan Jaron Holmes, and will be asked to answer questions about the decision.


Interactive presentation on Saba classroom on Wednesday, October 21, 2020, from 9 a.m. to 11 a.m. with former Chief Justice Chase T. Rogers, co-chair of the Jury Selection Task Force. Hon. Rogers will answer questions posed by the students about the Holmes decision and will provide an overview of the work of the Jury Selection Task Force, which is charged with studying the issue of racial discrimination in the selection of juries, considering measures to promote the selection of diverse jury panels, and
proposing necessary changes, to be implemented by court rule or legislation, to the jury selection process in Connecticut.

**Videos** (19 minutes)
The students will view the following two videos and will be required to complete video viewing guides:
- *[Juror Orientation Video](#)* – 16 minutes
- *[Answering the Call for Jury Service](#)* – 3 minutes

Students will be required to take the same online quiz that they took before the week began to see if they are now able to answer all of the questions.

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**Week 7:** Cultural Competency  
Oct. 26 - 30

This week will begin with an interactive presentation on Saba classroom on Monday, October 26, 2020, from 9 a.m. to 11 a.m. with Juana Brown, Volunteer and Intern Coordinator, about cultural competency, implicit bias and why it is important for Judicial Branch employees to communicate, cooperate, and serve people from all cultural identities with respect, professionalism, integrity, and fairness in a manner that recognizes the individual dignity of each person.

Students will be required to take the course entitled: “Cultural Competency: A Primer for Employees,” and to complete a video viewing guide. (1 Hour)

The students will view the following videos throughout the week and will be required to complete a video viewing guide and exercise.

- *[Diversity Day Keynote Address By Dr. Khalilah Brown-Dean](#)* (45 minutes)
- *[Prejudice and Discrimination Crash Course](#)* –YouTube Video (10 minutes)
- *[The Layers of Unconscious Bias-CTN](#)* (1 hour)
- *[How to Outsmart Your Unconscious Bias](#)* - YouTube (17 min)

Additionally, students will have the opportunity to test themselves for hidden bias by taking the [Harvard implicit bias tests](#).
Week 8: Victim Services
Nov. 2 – 6

**Office of Victim Services Overview – 2 hours**
The students will participate in an Interactive presentation on Saba classroom on Monday, November 2, 2020, from 9 a.m. to 11 a.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 – 6 hours**
The students will participate in an Interactive presentation on Saba classroom on Wednesday, November 4, 2020, from 9 a.m. to 3 p.m. with Valina Carpenter, Deputy Director of the Office of Victim Services, and 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. Carpenter and Ms. Vertefeuille will discuss how the system works from the perspective of a victim in Connecticut.

Students will be required to write a 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?*

Week 9: Family Matters and Family Relations
Nov. 9 – 13

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 on Saba classroom on Monday, November 9, 2020 from 9 a.m. to 11 a.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 court process, the family court process and programs and services.

The student are asked to research the Tracey Thurman case and how this case transformed Connecticut’s domestic violence laws. The students are asked to write an essay about how this case changed Connecticut’s domestic violence laws. (1 hour)

The students will participate in a presentation delivered on Saba classroom on Tuesday, November 10, 2020 from 9 a.m. to 11 a.m. with Pamela Lang, who will introduce the students to domestic violence and will discuss the following:
- Use of violence in intimate partner relationships
- Impact of domestic violence on victims and children
• Role of criminal court in domestic violence arrests
• Interventions used to address domestic violence

The students will be asked to complete homework entitled, “Navigating the Family Court System” (1 hour)

Interactive presentation on Saba classroom on Friday, November 13, 2020 from 9 a.m. to 11 a.m. with Pamela Lang, who will introduce the students to family court and will discuss the following:
• Understanding the role of Family Court
• Addressing serious parenting disputes
• Impact of divorce/separation on children
• Services utilized to settle parenting issues

Homework: In preparation for the end of semester wrap up session, students are asked to create a 30 second video answering the following questions:
• What was your favorite part of the internship?
• What was you least favorite part of the internship?
• Why?
• Do you have any suggestions as to how to improve the internship?
• Are there any topics that you would have liked us to cover as part of the internship that we did not cover?

Week 10: Wrap Up
Nov. 16 – 20

Students are asked to complete a journal entry with the topic, “Did your internship with the Judicial Branch meet your expectations?” These journal entries will be posted in the Saba classroom for all students to review prior to the presentation on Monday, Nov. 16.

The students will participate in an Interactive presentation on Saba classroom on Monday, November 16, 2020 from 9 a.m. to 12 p.m. with Juana Brown and Trecia Austin, 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. Netiquette
6. Certificate presentation

As part of the end of semester presentation, the students will be asked to discuss the virtual internship and whether it met the students’ expectations.

Students will also be required to:
1. Submit a revised resume
2. Complete interview do’s and don’ts questions
3. Complete and submit program evaluation
4. Put together a PowerPoint presentation or draft an essay on the following topic, “Describe the two main takeaways of the internship, why they are important and what topics you would like to learn more about.”
5. Submit a 30 second video on your experience as a virtual intern.

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

Monday, Sept. 14, 2020, from 9 a.m. to 1 p.m.  Intern Orientation
Monday, Sept. 21, 2020, from 9 a.m. to 11 a.m.  Overview of Adult Probation
Mon., Sept. 21, 2020, from 11:15 to 1:15 p.m.  Overview of LSI and Adult Substance Use Survey
Wed., Sept. 23, 2020 from 9 a.m. to 11 a.m.  Frameworks – Principles of Effective Interventions
Monday, Sept. 28, 2020, from 9 a.m. to 1 p.m.  Overview of Bail Services
Monday, Oct. 5, 2020, from 9 a.m. to 11 a.m.  Role of Appellate Review in our Legal System
Tuesday, Oct. 13, 2020, from 9 a.m. to 11 a.m.  An Overview of the Juvenile Justice
Wed., Oct. 14, 2020 from 9 a.m.-11 a.m.  Understanding Young Adult Brain
Monday, Oct. 19, 2020 from 9 a.m. to 11 a.m.  Your rights and Obligations as a Juror
Wed., Oct. 21, 2020, from 9 a.m. to 11 a.m.  Update on the Jury Selection Task Force
Monday, Oct. 26, 2020, from 9 a.m. to 11 a.m.  Cultural Competency and Implicit Bias
Monday, Nov. 2, 2020, from 9 a.m. to 11 a.m.  The Role of the Office of Victim Services
Wed., Nov. 4, 2020, from 9 a.m. to 3 p.m.  How the System works from the Perspective of a Victim
Monday, Nov. 9, 2020 from 9 a.m. to 11 a.m.  Introduction to Family Services
Tues., Nov. 10, 2020 from 9 a.m. to 11 a.m.  Introduction to Domestic Violence
Friday, Nov. 13, 2020 from 9 a.m. to 11 a.m.  Introduction to Family Court
Monday, Nov. 16, 2020 from 9 a.m. to 12 noon  End of Internship Wrap-Up Session

*Updated August 4, 2020*