



## **INTERNSHIP PROGRAM INFORMATION**

### *Investigator, Law, Software Management, and Other*

The Lubbock Private Defenders Office (LPDO), located in Lubbock, Texas, offers a dynamic internship program for students enrolled in institutions of higher learning or vocational/trade schools. Designed for those with an interest in law, social work, and criminal justice, this program provides hands-on training and experience in client-centered services.

**Eligibility:** Applicants must be current undergraduate or graduate students or recent college graduates.

**General Information:** Internships are available year-round, although positions are limited. Interns are required to complete at least one full semester with a weekly commitment of 18-20 hours. Academic credit may be available if an agreement is reached with the intern's college or university. Internship positions are unpaid unless otherwise stated. All interns must adhere to LPDO employee policies.

**Application Procedure:** To apply, candidates should submit a complete application package, including an application form and resume. Curriculum vitae (CVs) are welcome but not required. Incomplete applications will not be reviewed.

**Internship Description:** Interns at LPDO gain valuable exposure to a range of client-centered support agencies, collaborating with these organizations to help ensure successful client outcomes. Specific responsibilities vary based on the internship position and departmental needs at the time of placement. Each LPDO internship offers a unique opportunity for professional growth while contributing to impactful, client-centered work.

- **Investigative Internship:** Interns in this role work closely with LPDO's Lead Fact Investigator to conduct thorough and just analyses of client cases, supporting our commitment to fair and diligent representation.
- **Law-Focused Internship:** Interns with an interest in law will collaborate directly with our Chief Defender on projects related to the criminal legal system, while also establishing valuable connections within the Lubbock defense attorney community.
- **Software Management Internship:** Interns in software management work alongside our Mental Health Program Manager, assisting with data organization, cleanup, and report generation. This role supports improvements in our case management software, making it a more effective tool for both attorneys and case managers.

\*Reliable transportation is necessary for an internship position with LPDO.\*

If you're interested in an internship with LPDO but don't see a position that aligns with your skills or goals, please contact our Mental Health Program Manager at the email below. We'd be happy to discuss potential opportunities and see if LPDO could be the right fit for you.

Please email the application form and resume to the Mental Health Program Manager, Sarah Velasquez, at [svelasquez@lpdo.org](mailto:svelasquez@lpdo.org). If your application is considered for an internship, you will be contacted for an interview.

## Criminal Justice Internship Application Form

### Personal Information

---

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment / Unit #*

\_\_\_\_\_ *City* *State* *Zip Code*

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Academic Information

---

Current College/University: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

School Address: \_\_\_\_\_ City: \_\_\_\_\_

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

Year in School:

\_\_\_\_\_ Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate \_\_\_\_\_ Other

School Advisor or Internship Coordinator: \_\_\_\_\_

Contact Information of School Advisor or  
Internship Coordinator: \_\_\_\_\_

Will you receive course credits for this internship? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Availability Information**

---

Internship Terms    Fall:                                  Spring:                                  Summer:                                  Other:

---

Months Available:

	January		February		March		April
	May		June		July		August
	September		October		November		December

Hours Available:

<b>Day</b>	<b>Hours</b>
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Maximum hours per week: \_\_\_\_\_ Date available to start: \_\_\_\_\_

**[Current Students]** How many required hours are needed to complete your internship this semester? \_\_\_\_\_

**Additional Information**

---

1. Community/professional organizations, honors, and awards:

---

---

2. Activities relevant to the internship for which you are applying:

---

---

3. How did you find out about the position for which are applying?

---

---

4. Why would you like to work as an LPDO Intern?

---

---

---

*I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false, incomplete, or late application will not be considered for an internship placement.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_