

ILLINOIS DEPARTMENT OF  
CORRECTIONS



# INTERNSHIP GUIDEBOOK SPRING 2024

# 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](mailto: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

## **Big Muddy River Correctional Center**

- Clinical Services

## **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/Office Management
- Chaplaincy
- Clinical Services
- Community Re-Entry
- Counseling/Social Work
- Leisure Activities
- Personnel
- Records

## **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
- Leisure Activities
- Records

## **Joliet Treatment Center**

- Mental Health (including psychiatric nurse practitioners)
- Social Work

## **Kewanee Life Skills Re-Entry Center**

- Clinical Services/Social Work
- Mental Health

## **Lawrence Correctional Center (Sumner)**

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

## **Lincoln Correctional Center**

- Mental Health

## **Logan Correctional Center**

- Mental Health

## **Menard Correctional Center (Chester)**

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

# CURRENT INTERNSHIP OPPORTUNITIES BY LOCATION

## **Peoria Adult Transition Center**

- Clinical Services/Social Work

## **Pinckneyville Correctional Center | Murphysboro Life Skills Re-Entry Center**

- Chaplaincy
- Leisure Activities
- Mental Health

## **Pontiac Correctional Center**

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

## **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)