

Missouri State University Practicum Site Questionnaire

Name of site Greene County Juvenile Justice Center

Address 1111 N. Robberson

City, State Zip Springfield, MO 65802

Phone 417 868-4008

Fax 417 829-6160

Contact Person Ryan Marquez or Cheryl Puzach

Email Ryan.Marquez@courts.mo.gov OR Cheryl.Puzach@courts.mo.gov

Website address www.greenecountymo.org/juvenile

Your Site

Description of the activities that occur at your site:

Provide assistance in investigations and disposition of youth/parents referred to Family Court- Juvenile Division or Domestic Relations Division. Interaction and monitoring of juvenile aged persons under the supervision of the Juvenile Court or Juvenile Office.

1. Conduct of the youth typically referred to as delinquency or law violation by a person 16 years of age and under;
2. Conduct of the caretaker of a child or children by someone who neglects or abuses the child;
3. Providing supervision services to youth on an informal adjustment or court-ordered Probation basis;
4. Provide supervision of youth being held in the secure detention facility;
5. Provide supervision of youth at the Greene County Youth Academy;
6. Assist with case management, social investigations and programs in the Domestic Relations Unit.

Description of practicum students' duties at your site:

Observe Juvenile Court proceedings for delinquency and Abuse/Neglect cases, observe and assist in the social investigation of cases involving youth referred for delinquent behavior or who are victims of abuse/neglect, supervision of youth and submitting case notes on youth on informal adjustment, assist in supervision of youth in secure detention facility, assist with supervision of youth in Greene County Youth Academy programming and services, assist with supervision of youth performing community service, and conducting mental health screenings

on adolescent aged youth referred to Juvenile Office through use of various assessment tools

Assist with case management, investigations, and programs in the Domestic Relations Unit.

All interns will be primarily assigned to one unit but will have the opportunity to spend time in all the different units at our Juvenile Office. The units of assignment which are possible are:

- 1) Probation Unit
- 2) Detention
- 3) Delinquency Intake Unit
- 4) Child Abuse and Neglect Unit
- 5) Greene County Youth Academy
- 6) Community Based Services
- 7) Legal Unit
- 8) Domestic Relations

Type of population with which students would be working (e.g., adults, adolescents, children, physically challenged, cognitively challenged, etc.):

Adolescents and children up to 17 years of age.

Adults involved with the Juvenile Office through the Child Abuse/Neglect Unit
Adults and children participating in the Domestic Relations Common Ground Program.

Domestic Relations assignment is limited to Master's Level Students in Social Work or Psychology.

Our Students

Undergraduates

Our undergraduate students typically are juniors and seniors with 17-35 credit hours in Psychology, Social Work, Sociology, & Criminal Justice. Consideration for students with majors in public relations and media website design will be considered. If you have any special requirements for students who apply at your practicum site, please describe them.

Students must pass both a Criminal and Child Abuse and Neglect background check to intern with our office. We will need a copy of the student's ID or driver's license to run the background checks. They need a minimum of 120 hours and should be Juniors or Seniors who have a Major in the Human Services field (examples include Criminal Justice, Psychology, Sociology, Pre-Law, Child Development, Social Work, Human Services, etc.).

Graduate Students

Our graduate students are students at the end of their first year or sometime during their second year in the clinical track of our graduate psychology program. These students need direct service contact with clients, and also need weekly supervision from a licensed mental health professional. Is your site interested in working with our graduate students?

At this time, we do not have someone who is licensed at our office to supervise these students. However, interested students can still call and inquire because we get new staff members periodically and this could change.

Hours, Pay, and Commitment

Days and time of days on which you need practicum students: We are extremely flexible. We can work with students' schedules. Our main officer operates from 8am-5pm but we have after-hours programming, and our Detention facility operates 24/7.

Is this a paid practicum? Yes _____ No X

If yes, what is pay rate? N/A

What length of commitment (e.g., semester, three months, six months), do you expect from the student? One full semester; we offer internships during the Spring, Summer, and Fall semesters each year. There is a minimum of 120 observation hours and students must be earning school credit in order to intern with our office.

Deadlines to apply for internships with our office are as follows:

Fall Semester Deadline: June 1st

Spring Semester Deadline: November 1st

Summer Semester Deadline: March 1st

Application Process

What is the preferred application process (e.g., email/mail resume/schedule an appointment)?

Fax, Mail, or deliver application and resume (no email) to Ryan Marquez or Cheryl Puzach @ 1111 N. Robberson, Springfield, MO 65802, Fax Number is 417-829-6160. Both the application and resume must be provided before consideration will be given to application. One of the intern coordinators will then call to schedule an interview if found appropriate after reviewing the student's application.

Please provide any other information that would be useful in helping our students to make more informed choices.

Visit our website at <https://greenecountymo.gov/juvenile/>. We have a page on the website providing information on practicum/intern opportunities.

Thank You!

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Thank you for your help in working with our students.

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