

Missouri State University Practicum Site Questionnaire

Name of site: [United States Attorney's Office for Western District of Missouri](#)

Address: [901 St. Louis St., Suite 500](#)

City, State, Zip: [Springfield, MO 65806](#)

Phone: [417-831-4406](#)

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Website address: <https://www.justice.gov/usao-wdmo>

Your Site

Description of the activities that occur at your site:

[The U.S. Attorney's Office, for the Western District of Missouri, is responsible for prosecuting federal crimes in the district, including crimes related to terrorism, human trafficking, public corruption, fraud, child exploitation, firearms, and narcotics. The office also defends the United States in civil cases and collects debts owed to the United States.](#)

Description of practicum students' duties at your site:

[The student extern will observe and assist the Assistant U.S. Attorneys, paralegals, and legal assistants in support of the office mission, both criminal and civil. The student will assist in legal research, discovery production, trial preparation, office and organizational tasks, and observe court proceedings. Externs are expected to adhere to written policies established by the United States Attorney regarding professionalism, ethics and civility in the work place. They are also expected to display professionalism in their work product, appearance, and demeanor. Finally, they are expected to interact with respect and civility with office personnel, court staff, law enforcement agency representatives, and the public.](#)

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

[Adults.](#)

Our Students

Undergraduates

Our undergraduate students typically are juniors and seniors with 17-35 credit hours in Psychology. There are exceptions. If you have any special requirements for students who apply at your practicum site, please describe them.

Extern applicants must be able to pass a background security clearance, which could take several months to complete.

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?

Not applicable. However, the U.S. Federal Medical Center for Federal Prisoners, located in Springfield, Missouri, may be able to provide this opportunity to graduate students.

Hours, Pay, and Commitment

Days and time of days on which you need practicum students:

Monday through Friday, 8:00 a.m. to 4:30 p.m. We will accommodate the student's schedule for both academic and personal reasons.

Is this a paid practicum? Yes _____ No 4

If yes, what is pay rate? _____

What length of commitment (e.g., semester, three months, six months), do you expect from the student?

Due to the cost of conducting the individual's background investigation, at a minimum, a semester commitment is expected. A background investigation can take several months to complete, and once cleared, the extern can only work within the office for a period of six months from their internship start date.

Application Process

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

Applicants can contact the office in any manner that is convenient for them. If an internship position is available, a face-to-face meeting will be scheduled. All applicants must:

1. be a United States Citizen or National;
2. male applicants must be registered with the Selective Service; and,
3. complete a formal background investigation, which requires providing the government with detailed personal information in an on-line system known as e-QIP, and it will require them to provide a resume, fingerprint cards, etc.

Initial appointment is conditioned upon a satisfactory pre-externship adjudication. This includes fingerprint, credit and tax checks, and drug testing. Should the applicant fail to obtain a security clearance for any reason, their internship application will be rejected. Typically, it takes the Office of Personnel Management (OPM) several months to complete a background investigation.

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

Our office provides an excellent opportunity for students to experience what it is like to serve their community. Our office directly contributes to the security and stability of our society as a whole. We obtain justice for those wronged especially the young and innocent who have been harmed in horrific ways. We protect both personal and public property interests from corruption and fraud, and we keep violent crime in check by prosecuting those who illegally possess firearms, commit violent crimes or distribute narcotics within our community.

Thank You!

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Thank you for your help in working with our students.

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