



KNOX COUNTY DISTRICT ATTORNEY GENERAL INTERNSHIP PROGRAM INFORMATION



Law Student Externships (Academic Credit):

- Contact your Institution’s Internship Director
- Submit One PDF file to joe.welker@knoxcounty.org comprised of the following:
 - Signed Internship Program Application
 - Résumé
 - Cover Letter
 - References (3)
 - Letter of Good Standing from Academic Institution

Law Student Interns (Full-Time Volunteers):

- Submit One PDF file to joe.welker@knoxcounty.org comprised of the following:
 - Signed Internship Program Application
 - Résumé
 - Cover Letter
 - References (3)
 - Expected Hours/Dates of Employment

LAW STUDENT SCHEDULE

<u>FALL TERM</u> <i>August - December</i>	<u>SPRING TERM</u> <i>January - May</i>	<u>SUMMER TERM</u> <i>May - August</i>
Apply: April & May	Apply: September & October	Apply: January & February
Hours: 15-25	Hours: 15-25	Hours: 20-35
Positions: 4-10 Academic Credit Preferred Volunteers Accepted	Positions: 4-10 Academic Credit Preferred Volunteers Accepted	Positions: 4-10 Split Summers Accepted Volunteers Preferred

Undergraduate Staff Employment (Compensated, or Full-Time Volunteers):

- *Only Two Positions Available*
- Submit One PDF file to debbie.oldakowski@knoxcounty.org comprised of the following:
 - Signed Internship Program Application
 - Résumé
 - Cover Letter
 - Expected Hours/Dates of Employment

Undergraduate Temporary Volunteers & Shadowing:

- Submit One PDF file to joe.welker@knoxcounty.org comprised of the following:
 - Signed Internship Program Application
 - Résumé
 - Expected Hours and Dates
 - Description of Experience Desired

For All Other Inquiries, Please Contact:
JOE WELKER
 Knox County District Attorney General's Office
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 City-County Building
 P.O. Box 1468
 Knoxville, Tennessee 37902
 Tel: (865) 215-2515
joe.welker@knoxcounty.org

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