



TYJI INTERNSHIP MANUAL

2021 - 2022

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FALL 2021

Dear TYJI Intern,

Welcome aboard our team at the Tow Youth Justice Institute (TYJI)! We are excited to work with you this academic year. The role that the TYJI interns play is critical to us fulfilling our TYJI mission. We hope you will learn a lot from us, and we hope to learn a lot from you.

To help you gain a better understanding of the TYJI, we have put together a general student orientation manual. Please connect with your internship supervisor about specific internship responsibilities. We also know that the first few weeks, if not longer, can be overwhelming with all the information presented to you. Please do not hesitate to ask questions and to speak to any of us about our work.

Again, welcome to our TYJI internship team.

Sincerely,

TYJI Team

About the Tow Youth Justice Institute

The Tow Youth Justice Institute (TYJI) is a university, state and private partnership established to lead the way for juvenile justice reform through engagement of policy makers, practitioners, service providers, students, communities, youths, and their families. The TYJI works to promote the use of effective, data-driven practices, programs and policies related to youth justice, focusing on the needs and well-being of youth up to the age of 24. The TYJI is one of a few organizations in the State of Connecticut and the nation solely dedicated to youth justice based on a comprehensive, interdisciplinary, research-driven model to address this multi-faceted issue. It has approached its mission of reform from a data-driven and results-oriented approach to advance effective practices in juvenile justice.

Mission

The Tow Youth Justice Institute at the University of New Haven, was established to lead the way for juvenile justice reform through the engagement of policy makers, practitioners, service providers, students, communities, youth and their families. TYJI works to promote the use of effective, data-driven practices, programs and policies related to youth justice, focusing on the needs and wellbeing of youth up to the age of 24.

Vision

Our vision is for a state in which those serving youth are consistently using best practices to create positive opportunities so that our children, families and communities are safe, healthy and resourceful environments. We envision our future being sustained through the collaboration of university, state and private partnerships.

Values

We believe that:

- Only through cross-system collaboration and transparency can we achieve true system reform.
- Critical discourse is imperative to hold systems accountable for change.
- Authentic engagement and voice is needed from youth, their families and the community to raise awareness of the issues related to reforming the juvenile justice system.
- Long-term commitment is required from all stakeholders and funders to sustain and grow our vision.
- Intentional reliance on research is key to defining reform.
- Youth and families, with appropriate supports and interventions, have the ability to recover and change.
- Our work must always be carried out with a lens toward racial justice.

Meet the Tow Youth Justice Institute Staff



William H. Carbone, M.P.A. , Senior Lecturer and Executive Director of Justice Programs, Director of Tow Youth Justice Institute, Director of Experiential Education

William Carbone is an expert on juvenile justice reform and reducing offender recidivism in the probation population. During his tenure as Executive Director of the Court Support Services Division of the State of Connecticut's Judicial Branch, Professor Carbone led a multi-year effort to reform the state's juvenile justice system, leading to Connecticut achieving the greatest reduction in juvenile incarceration in the United States. As executive director, he managed more than 1,600 employees in adult and juvenile probation, family services, juvenile detention, alternative sanctions, and pretrial release programs. He also supervised more than 55,000 adult probation cases and 6,000 juvenile detention and probation cases daily, with an annual budget of close to \$200 million. Under his leadership, Connecticut became a national model of juvenile justice reform, and he helped develop innovative strategies for offender assessment, technology, and programming.

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Danielle Cooper, PhD, CPP, Associate Professor of Criminal Justice, Director of Research

Dr. Danielle Cooper is an Associate Professor of Criminal Justice and the Director of Research at the Tow Youth Justice Institute at the University of New Haven. She conducts research in the areas of youths and young adults, juvenile justice and delinquency prevention, criminological theory, and sex offending. Through her work in the community, she has collaborated with key stakeholders, such as youth and their parents, law enforcement, mental health professionals, and youth serving organizations.

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Susan Cusano, Office Manager

Sue has been with the University of New Haven for over 40 years, and among other roles, has served as Administrative assistant to the Dean of Students, Criminal Justice and Arts & Sciences. She is a great resource to all students and we could not function without her! Ask Sue about her experience at the University, and the various roles she has held. She is a good sounding board and with her vast experience, can help in a variety of ways.



Devon McCormick, Director of Prevention Programs and Training

Devon provides training and technical assistance in Restorative Justice Practices to Connecticut's schools with high in-school arrest rates and low mental-health service connections, through the School-Based Diversion Initiative ([SBDI](#)). She uses Restorative Practices to teach adults how to de-escalate challenging behaviors, meaningfully process harm, and most importantly, how to build healthy community environments. In addition, Devon facilitates TYJI's Transforming Youth Justice Program (TYJP), designed to train and support mid-level Juvenile Justice reformers in developing their leadership skills in cultivating meaningful change in the JJ system.

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Erika Nowakowski, Associate Director, Tow Youth Justice Institute

Erika oversees the operations of the Tow Youth Justice Institute and its programs and projects. She has extensive experience in managing the Juvenile Justice Policy and Oversight Committee (JJPOC), the legislatively created body that oversees reform in the Juvenile Justice system in Connecticut. She works with Senators, Representative, State Agencies, non-profit organizations and many other partners on goals to reduce recidivism, reduce incarceration and increase diversion.

enowakowski@newhaven.edu



Kelly Orts, Senior Manager of Youth Justice Initiatives

Kelly manages the Juvenile Justice Policy and Oversight Committee for the state of Connecticut where she leads various subcommittees focused on reducing incarceration, increasing diversion, improving educational services, and reducing racial and ethnic disparities. Kelly collaborates with state agencies, advocates, and key stakeholders to evaluate and draft policies related to the juvenile justice.

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Donna Pfrommer, Director of Development and Communications

Donna works on seeking grants and other funding for the Institute to support its programs, initiatives and research needs. She uses a variety of marketing and communication tools to educate stakeholders and the general public on the issues being addressed by juvenile justice reform. She works with multiple partners in curating content to ensure the Institute is a valued resource in the State.

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TYJI Strategic Direction

The following is the strategic direction for 2021 – 2024. It is built off of our 2019 – 2021 Strategic Plan which can be found at <https://towyouth.newhaven.edu/2019-2021-strategic-goals/>.

Training & Prevention Programs - Educate Policy Makers, Practitioners, and the Community about Ways to Advance Juvenile Justice Reform and Achieve Better Outcomes for Youth

The Tow Youth Justice Institute will implement leadership training for those working in the youth justice field, enhance police-youth relations through training, and promote and innovate Restorative work in all youth serving systems in the state.

Policy - Collaborate With Policy Makers, Practitioners, and Community, Especially Youth and Their Families, In Order To Promote and Achieve Multi-System Reform

The focus for multi-system reform will be driven by the recommendations and work of the Juvenile Justice Policy and Oversight Committee and its workgroups.

Research - Research and Evaluate Youth Justice Issues in Order to Advance Data-Driven Policies and Practices

The Tow Youth Justice Institute will coordinate qualitative and quantitative research projects focused on youths and young adults to inform key stakeholders in their decisions about reform utilizing faculty and staff at the University of New Haven, as well as other private organizations and institutions of higher education.

Marketing - Become a Valued Content Expert and Resource in the Field of Youth Justice in the State and Nation through communications and development of resources

The Tow Youth Justice Institute will become a model of best practices by expanding communications of knowledge and resources in the juvenile justice field to and with key stakeholders in the state and nation.

Student Engagement - Engage University of New Haven Students in Ways that Provide Personal and Professional Development Opportunities to Support the Formation of a Future Workforce through Strong, Innovative Youth Justice Educational Programs

The Tow Youth Justice Institute will promote and provide opportunities for students to participate in internships, volunteer opportunities, research, and student events, and become a national model for other universities on student engagement.

TYJI Programs and Projects

The following are active links to our TYJI website that will provide you with comprehensive information on our programs and projects. Please feel free to contact the staff directly if you have any questions or would like to learn more.

- [Juvenile Justice Oversight Committee](#)
- [Transforming Youth Justice Program](#)
- [Restorative Justice](#)
- [Connecticut Institute for Youth and Police Relations](#)
- [Research](#)

TYJI Website and Communications:

- [Newsletter](#)
- [Issues Briefs](#)
- Social Media
 - [Facebook](#)
 - [Twitter](#)
 - [Linkedin](#)

General TYJI Internship Job Description

Tow Youth Justice Institute Interns assist and support faculty and staff with the goals and projects of the institute. Goals include research and evaluation to advise policy makers and practitioners on best practices and evidence-based approaches to youth justice reform, expansion of Experiential Education opportunities for students with interest in youth justice.

Qualifications:

- ❖ UNH Student
- ❖ Interest/experience in youth, youth justice, criminal justice, adolescent development and psychology, child welfare, and juvenile justice
- ❖ Office experience and/or administrative support
- ❖ Keyboard proficiency

Requirements:

- ❖ Professional communication skills, both oral and written
- ❖ Flexibility with projects and changing demands
- ❖ Research skills, if applicable
- ❖ Adheres to deadlines and logs internship tasks on a weekly basis
- ❖ Media literacy with experience in Word, PowerPoint, Excel, internet, and social media
- ❖ Independent and able to work autonomously
- ❖ Takes direction and feedback from multiple staff
- ❖ Works collaboratively and well with others
- ❖ Responsible, dependable, and organized
- ❖ Organization skills
- ❖ Ability to frequently check Outlook calendar and email for updates
- ❖ Responsible to complete the expected and agreed upon internship hours.
- ❖ Willingness to travel on and off campus to attend meetings, workshops, events as required after COVID-19

Internship Expectations

As a TYJI intern, you will be provided the following at the start of your internship:

- Welcome packet for you to review and help you better understand the work the TYJI. Please connect with our Office Manager, Sue Cusano, scusano@newhaven.edu to pick this up.
- Your Student Identification Card will be activated to allow you access to the TYJI building.
- A name badge.
- A thumb drive to store TYJI projects.
- At the end of your internship a TYJI letter confirming your internship with us.

The following is expected of all TYJI interns:

1. The student worker is expected to be responsible and complete tasks on time.
2. The student worker is expected to respond to project related emails in a timely manner.
3. The student worker is expected to meet with their supervisor on a consistent basis.
4. The student worker is expected to work collaboratively and well with others.
5. The student worker is expected to be independent and be able to work autonomously.
6. The student worker is expected to be flexible with projects and changing demands.
7. The student worker is expected to complete their internship hours as required by your course of study.
8. The student worker is expected to attend team meetings as scheduled.
 - a. Students will be invited to attend three TYJI and Staff team meetings which may be held virtually or in person. First meeting will take place in the fall, second meeting will take mid-term, and last meeting will be held before end of spring semester.

Please see your internship supervisor about specific internship responsibilities

Intern Log Example

4/21/20	9-4pm	Working on E-manual	E-manual	
4/22/20	12-4pm	<ul style="list-style-type: none">• Attended staff/intern meeting at 1pm• Finishing up intern information for 4/23/20	Working on revising information on E-manual	
4/23/20		Sent in intern information on the intern experience at Tow		
4/26/20	9-1pm	Working on E-manual	Working on e-manual	
4/28/20	9-4pm	Working on E-manual	Working on e-manual	

Commonly Used Acronyms

TYJI- Tow Youth Justice Institute

JJPOC- Juvenile Justice Policy & Oversight Committee

CSSD- Court Support Services Division

DMHAS- Department of Mental Health & Addiction Services

DOC- Department of Correction

DCF- Department of Children & Families

SDE- State Department of Education

OPM- Office of Policy & Management

CJTS- CT Juvenile Training School

CTJA- CT Juvenile Justice Alliance

DSS- Department of Social Services

CCA- Center for Children's Advocacy

OVA- Office of the Victim Advocate

OCA- Office of Children's Advocate

YSB- Youth Services Bureau

CYSA- CT Youth Services Association

FWSN- Families with Service Needs

DOL- Department of Labor

DPH- Department of Public Health

JJ- Juvenile Justice

RJ- Restorative Justice

RP- Restorative Practices

RED- Racial & Ethnic Disparities

CCLP- Center for Children's Law & Policy

CSG- Council of State Governments

OJJDP- Office of Juvenile Justice & Delinquency Prevention

REGIONS- Re-entry, Goal Oriented, Opportunity to Nurture Success

MYI- Manson Youth Institution

YCI- York Correctional Institution

LYNC- Linking Youth to Natural Communities

JRB- Juvenile Review Board

Zoom Conferencing

Zoom Conferencing is a tool frequently utilized by the TYJI staff to facilitate meetings. TYJI is typically the “host” of these meetings (we have the admin controls participants of the call do not have access to). This guide serves to provide you with the knowledge to use said “host tools,” so that you may be prepared to “co-host” with staff if needed.

Host Tools:

- Mute/Unmute all: “Participants” > “mute all” or “unmute all”
- Mute/Unmute Individual: Click on “Participants” > find person > “mute”
- Make Host/ Make Co-Host: Click on “Participants” > find person > “more” > “make host”
- Raise Hand: Participants have “raise hand” option, host can see who clicked it and call on participants
- Breakout Room: separate certain participants from main call (in the event of a confidential discussion). Click on “Breakout Rooms” > Select the number of rooms to split participants in & automatically or manually assign guests