

## § 550.45 Student Volunteers

1. (a) Student volunteers include interns, externs, and cooperative education and fellowship program participants. **See:** [§ 550.27](#).
  1. (1) Intern and extern programs are typically informal and vary in length, from a few weeks, summer, semester, or academic year.
  2. (2) Cooperative education and fellowship programs are formal programs in which qualifying students receive small stipends or transportation allowances while engaging in practical work experiences for public or non-profit organizations. Students usually receive academic credit in addition to stipends and allowances.
2. (b) Responsibilities of the Court Unit or FPDO
  1. (1) Work with the school as appropriate to formulate a work experience that meets certain educational standards;
  2. (2) Before any voluntary services begin, execute a [Form AO 196B](#), Student Volunteer Agreement and Waiver, to:
    1. (A) clearly define the relationship of the student with the court unit or FPDO; and
    2. (B) state that the court unit or FPDO will submit an evaluation of the student's progress upon program completion, if requested.
  3. (3) Control access to non-public judiciary information systems for student volunteers, as provided in [Guide, Vol. 15, § 330.20.10](#).
  4. (4) Maintain local personnel files, along with any comments or observations made about the student, to facilitate responses to reference checks from potential future employers.
3. (c) Responsibilities of the Student Volunteer

Before any voluntary services begin, a student must complete Form AO 196B, Student Volunteer Agreement and Waiver, agreeing to:

  1. (1) Serve on a voluntary basis;
  2. (2) Waive any claim to receive salary or fringe benefits;
  3. (3) Retain no personal copyright privileges in any work project prepared for the court during employment;
  4. (4) Maintain the confidential nature of any information that the student obtains or has access to during the student's service;
  5. (5) Give consent for the judiciary to request and access any academic, conduct, and disciplinary records from any school that the student volunteer has attended or is currently attending; and
  6. (6) Only access non-public judiciary information technology systems consistent with the requirements of [Guide, Vol. 15, § 330.20.10](#).