OFFICE OF THE DISTRICT ATTORNEY - PROFILE

Over the last few years there has been an exponential growth in the number of economic crimes reported to the DA’s Office ranging from simple fraud schemes to complex identity theft operations to corporate fraud and embezzlement. These reports are investigated by detectives in the Economic Crimes Unit of the Criminal Investigation Division.

Given the growth in the number of complaints and the complexity of the accounting and financing issues involved, the DA believes that the investigation and prosecution of economic crimes present an ideal opportunity for students interested in the fields of forensic accounting and corporate financing to gain valuable and substantial practical experience that will prove useful in their future endeavors.

CRIMINAL INVESTIGATION DIVISION (CID) AT THE OFFICE

The CID is the investigative arm of the Delaware County District Attorney’s Office. The Economic Crimes Unit of CID is responsible for the investigation and prosecution of the vast majority of large scale financial crimes that occur within the jurisdiction. The types of crimes investigated include corporate embezzlement, insurance fraud, investment fraud, fiduciary fraud, elder fraud, and identity theft.

THE CoOp EXPERIENCE

The CoOp Program offers the opportunity to gain practical experience in the rapidly growing discipline of forensic accounting and economic crimes investigation, through a 6-month full-time assignment. The CoOp student will be an integral part of the Economic Crimes Unit of the Delaware County Criminal Investigation Division and will develop valuable skill sets useful for career advancement. The CoOp will:

- be exposed to investigative interviewing techniques, forensic document review and analysis, search and arrest warrant preparation;
- gain exposure to the entire process of investigating economic crimes and preparing them for prosecution with the Attorney’s Office

The CoOp assignment will involve dedication to specific projects. The CoOp will be responsible for assisting an assigned detective in completing certain tasks related to the investigation of the economic crime at issue.

CoOp LOCATIONS

CoOp positions with Office of the District Attorney are typically available in Delaware County, PA.
ELIGIBILITY

• Accounting, Finance, and (VSB) Economics Majors/Minors
• Junior year status preferred during CoOp; sophomores (for spring CoOp) and seniors (for fall CoOp) also considered
• 3.0 minimum overall GPA
• Completion of Financial Management and Reporting (VSB 2010) required and completion of Principles of Managerial Accounting (VSB 5006) preferred prior to participation in CoOp
• Be proficient with Microsoft Excel and spreadsheet analysis
• Pass a Criminal Background Check

ACADEMIC REQUIREMENTS

• Student earns 6 free elective credits for completing the six-month full-time CoOp experience; remaining 9 course credits are completed before/after and during the CoOp.
  - Fall CoOp: July-December
  - Spring CoOp: January-June

• Learning Objectives—Student establishes, in conjunction with company supervisor, 3-4 learning objectives as a means of focusing the CoOp experience. Objectives will be determined within first two weeks of starting CoOp assignment.

• Daily Activity Log—Student records the dates worked, number of hours completed, nature of projects, tasks, responsibilities and the relationship of the work to learning objectives. Log will be reviewed by company supervisor.

• Final Paper—Student completes 10-12 page paper discussing relationship of CoOp experience to classroom work, learning objectives and career interests. Review and evaluation of paper is completed by company supervisor prior to submission to VSB for final grading of Satisfactory/Unsatisfactory.

• Student Evaluation—Student completes assessment of CoOp experience.

WHY SHOULD I PARTICIPATE?

• Clarify CAREER GOALS and enhance your MARKETABILITY
  ► Gain “real-world” out-of-classroom educational experience
  ► Explore the marketing, communications and public relations professions
  ► Crystallize interests, values and career goals

• Receive FINANCIAL COMPENSATION at competitive market value

• Maintain FULL-TIME STUDENT STATUS, thus continuing:
  ► Insurance Coverage
  ► Scholarship Eligibility
  ► Housing Eligibility

• Stay on track for 4-YEAR GRADUATION PLAN

Contact: Ceiwyn Craig-Moore, Assistant Director for Internships/CoOps – Student Outreach
610-519-5532 • vsbinternships@villanova.edu