

## A Message from the District Attorney:

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.

G. Michael Green, District Attorney (VU '77)  
Delaware County, PA

[www.co.delaware.pa.us/districtattorney](http://www.co.delaware.pa.us/districtattorney)

## Overview of the Criminal Investigation Division (CID)

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.

# CoOp Program Checklist

**Contact CSAPD for specific dates by which the tasks listed below should be completed.**

- Attend CoOp Information Session
- Meet with VSB Internship/CoOp Coordinator for curriculum planning and application processing
- Visit Career Services Office (CSO, Corr 106):
  - \_\_\_ Prepare Resume
  - \_\_\_ Review eRecruiting/Experience Process
  - \_\_\_ Create eRecruiting/Experience Profile & upload resume to account (via <http://careers.villanova.edu>)
- Apply for CoOp position by submitting resume via eRecruiting/Experience
- Participate in CSO Practice Interview Program
- Sign up for Campus Interview via eRecruiting/Experience
- Participate in On-Campus Interview (CSO, Corr Hall 1st Floor Lobby)
- Respond to Offer
- Meet with VSB Internship/CoOp Coordinator for course registration and to review academic requirements
- Meet with Residence Life and Financial Assistance, if applicable
- Begin CoOp Experience (Fall CoOp: July-December; Spring CoOp: January-June)



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Delaware County, PA**

**FORENSIC  
ACCOUNTING /  
ECONOMIC CRIMES  
COOPERATIVE  
EDUCATION  
PROGRAM**

***Put Your Education to  
Work For Your Future***

**Center for Student Advising &  
Professional Development**

Bartley Hall 023  
610/519-5532

Julie Freedman,  
Internship/CoOp Coordinator  
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## 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 District 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.

## Eligibility

- Accounting, Finance, and (VSB) Economics Majors/Minors
- Junior Year Status (during CoOp)
- 3.0 minimum overall GPA
- Completion of Financial Accounting, Managerial Accounting and Principles of Finance courses prior to participation in CoOp
- Be proficient with MicroSoft Excel and spreadsheet analysis
- Pass a Criminal Background Check

## Why Should I Participate in the CoOp Program?

- Clarify **CAREER GOALS** and enhance your **MARKETABILITY**
  - ▶ Gain “real world” out-of-classroom learning experience.
  - ▶ Explore career interests in law field, with exposure to relevant legal and business issues.
  - ▶ Prepare for forensic accounting work with public accounting firms.
  - ▶ Earn unique “hands-on” experience that will enhance your marketability when pursuing full-time positions upon graduation.
- Receive **FINANCIAL COMPENSATION** at competitive market value
- Maintain **FULL-TIME STUDENT STATUS**, thus continuing:
  - ▶ Insurance Coverage
  - ▶ Scholarship Eligibility
  - ▶ Housing Eligibility (for students living on-campus)
- Stay on Track for **4-YEAR GRADUATION PLAN**



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## ACADEMIC REQUIREMENTS

- Student earns **6 free elective credits** for completing the CoOp experience; remaining 9 course credits are completed before/after and during the CoOp experience.
- **Learning Objectives**—Student establishes, in conjunction with company Supervisor, 3 to 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**.
- **Evaluation**—Student and company Supervisor each complete evaluation of CoOp experience.