

THIS FORM MUST BE TYPED!

**UNIVERSITY OF WASHINGTON TACOMA
T CRIM 498 – CRIMINAL JUSTICE INTERNSHIP**

Students should complete and sign the form.

Students should have their agency supervisor sign the form.

Students need to turn in contract with student and agency portions completed to: **Social Work and Criminal Justice Program, WCG 203, Campus Box 358425.**

UWT maintains a professional liability coverage program under the authority of RCW 28B.20.250, .253, and .255. Through that authority, UWT provides professional liability coverage for the student while participating in an internship at the agency during in the performance of this agreement. This agreement covers _____ Quarter/Year.

STUDENT INFORMATION

Student Name (First and Last)	Student #	Contact Phone Number
UWT Contact email	Contact Address (number, street, city, state, zip code)	

ORGANIZATION INFORMATION

Organization Name		
Physical Address (number, street, city, state, zip code)		
Mailing Address (number, street, city, state, zip code)		
Agency Supervisor		Title
Phone	Fax	Email
Internship Title	Number of expected hours per week at agency (10 hours minimum)	

INSTRUCTOR INFORMATION

UWT Instructor Name		
Mailing Address (number, street, city, state, zip code)		
Phone	Fax	Email

STUDENT RESPONSIBILITIES

INTERNSHIP DESCRIPTION

Please describe the internship (or attach job description), including specific duties and responsibilities, special training offered, and special projects that may involve you as an intern. NOTE: The internship must be in one of the following areas: federal or state police agency; pre-trial, probation, parole; adult or juvenile corrections; state or federal court, criminal or immigration law; juvenile justice; appropriate private companies with internal investigative functions; non-profits or other relevant agencies involved in the criminal justice system.

LEARNING OBJECTIVES/GOALS

Describe learning objectives/goals. What goals do you hope to accomplish by the end of the internship? Be specific. (For example, are you seeking to develop skills, expand your knowledge of a particular field, deepen your understanding of a particular issue, work on a specific project, apply or test learned theories/methods?) These stated objectives and goals will provide the structure for your final reflective paper.

STUDENT, SITE SUPERVISOR AND FACULTY RESPONSIBILITIES

The Student agrees to (Student to Initial):

- Perform at a high level and to the satisfaction of the site supervisor those assigned tasks related to the internship component of this contract. _____ (Initials)
- Adhere to all internship organization/site and university rules. _____ (Initials)
- Communicate with your instructor, site supervisor, and the Social Work and Criminal Justice Program about any changes, revisions, or concerns regarding the internship. _____ (Initials)
- Participate at the agency at least 10 hours per week in order to receive credit for the course. _____ (Initials)

The Agency Supervisor agrees to (Agency Supervisor to initial):

- Provide a good learning and training environment for the student, keeping routine work such as key-entry and filing to a minimum. _____ (Initials)
- Communicate directly with the student and make explicit arrangements with the student concerning the overall goals and expectations described in this contract. _____ (Initials)
- Maintain records of the student’s hours, agreeing that the student must be participating at the agency at least 10 hours per week. _____ (Initials)
- Complete an end-of-the-quarter evaluation form, as provided by UWT, of the student’s performance and send it to the Social Work and Criminal Justice Program via the faculty email address provided on this contract by the end of the quarter. _____ (Initials)
- Communicate directly with the student and, when needed, the faculty instructor regarding any problems or issues which may arise during the quarter regarding the student’s performance at the internship site. _____ (Initials)

The Instructor agrees to (Instructor to initial)

- Maintain contact with the student and the site supervisor to facilitate the student’s internship experience. _____(Initials)
- Assess the academic component of the student’s internship and assign a grade at the end of the quarter. _____(Initials)

_____ Student Signature/Date

_____ Agency Supervisor Signature/Date

_____ Instructor Signature/Date