

## Application Information and Checklist TCRIM 498: Criminal Justice Internship (5 credits)

**Quarter offered:** Spring

**Instructor:** Dr. Barb Toews (cjintern@uw.edu)

**Start application process:** Winter quarter

**For more detailed information:** <https://www.tacoma.uw.edu/social-work/criminal-justice-internship>

This course is designed for students to engage in experiential learning through an internship. Students will apply academic knowledge to further develop professional competencies critical to a successful career within the criminal justice field.

### COURSE OBJECTIVES

Upon completion of the course, students will be able to:

1. Analyze the organizational structure and functions of the placement agency and the agencies' role within the criminal justice system;
2. Develop beginning work competencies applicable to a specific profession within the criminal justice system;
3. Evaluate and integrate educational and professional goals within the criminal justice system;
4. Gain exposure and a greater understanding of the application of theory and best practices within the context of the criminal justice system.

### COURSE PREREQUISITES

Students must be a **criminal justice major** and must have:

1. Attained senior status;
2. Completed TCRIM 371 (Helping Skills) with a minimum 2.0 final grade;
3. Completed at least one of the following courses with a minimum 2.0 final grade: TCRIM 370 (Police and Society), TCRIM 372 (Adult Corrections), TCRIM 360 (Youth and Juvenile Justice Systems) and/or TCRIM 440 (Fundamentals of Criminal Law);
4. A 2.5 overall grade point average (GPA; you will submit an unofficial transcript).

### COURSE-INTERNSHIP EXPECTATIONS

Students are expected to complete the following:

1. A minimum of 10 hours/week at the organization, for the full 10-week spring quarter. There is no additional credit for hours completed before or after the spring quarter or if more than 10 hours are worked in any given week;
2. Participation in a hybrid class, in which classes alternate between the classroom and online (campus-based students) or an online class (online students);
3. Assignments as outlined in the course syllabus;
4. A log of internship hours with the agency supervisor's signature.

## APPLICATION PROCESS

Students are responsible for finding and securing their own internships. Dr. Toews is available to brainstorm and strategize possible organizations with you. In addition to securing the internship ideally three weeks before the start of the spring quarter, students complete and submit the following as part of the application process:

1. Unofficial transcript showing pre-requisite course completion (2.0 min final grade) and overall 2.5 GPA (for more information - <https://www.tacoma.uw.edu/node/38037>)
2. *CJ Internship Recommendation* to be completed by a CJ professor (social work professor recommendation will also be accepted);
3. *CJ Internship Contract*, completed and signed by the student and internship supervisor and signed by Dr. Toews.

The above mentioned forms are available on the CJ Internship webpage. All the above documentation must be emailed to Dr. Toews (print copies will not be accepted).

## APPLICATION CHECKLIST

<b>Exploring your interest (Fall through February)</b>	
<input type="checkbox"/>	Meet with Dr. Toews to discuss your interest in TCRIM 498.
<b>Secure an internship (February through early March)</b>	
<input type="checkbox"/>	Identify organizations/internships that you are interested in.
<input type="checkbox"/>	Arrange meetings with organizational representatives or complete internship application material and submit as required by the agency.
<b>Complete and submit application materials (February through early March)</b>	
<input type="checkbox"/>	Ask one of your CJ professors to serve as a recommendation for you (social work professor recommendation will also be accepted).
<input type="checkbox"/>	Email the <i>CJ Internship Recommendation</i> form to your reference and ask them to complete and email it to Dr. Toews (download fill-able form on CJ Internship webpage).
<input type="checkbox"/>	Email a pdf of your unofficial transcript to Dr. Toews.
<input type="checkbox"/>	Complete the <i>CJ Internship Contract</i> with your internship supervisor (download fill-able form on the CJ Internship webpage; please type information into form).
<input type="checkbox"/>	Email the <i>CJ Internship Contract</i> to Dr. Toews for her review and signature.
<b>Register for TCRIM 498 (ideally, 3 weeks before the start of the spring quarter)</b>	
<input type="checkbox"/>	Dr. Toews confirms receipt of all application materials and provides an add code to register for the course.