

INTRODUCTION TO TCRIM 498 SPRING 2026



Criminal justice Internship Information page

<https://www.tacoma.uw.edu/swcj/criminal-justice-internship>

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COURSE DESCRIPTION AND OBJECTIVES

Course counts as a core elective

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

OBJECTIVES

Upon completion of the course, the successful student will be able to:

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

COURSE LOGISTICS

Spring 2026

- Only if at least 10 people apply by December 12!

5 credits

10 hours/week for 10 weeks

- All hours completed during quarter

Course work in addition to work hours

- Weekly gatherings (half discussion board, half zoom)
- Final paper or presentation
- Resume

Time sheets

Supervisor evaluation

REQUIREMENTS TO ENROLL

Open to campus and online students

CJ major

Seniors and Juniors (now or by spring 2026)

- Apply now if you will be junior or senior by spring
- Will be confirmed in spring

Overall 2.0 GPA

- Must submit unofficial transcripts
- Will be confirmed in spring

**Pre-requisite class with 2.0, one (1) of the following:
(must be taken by spring and will be confirmed then)**

- Helping Skills (371)
- Mental Health, Substance Abuse, and the Criminal Justice System (361)
- Facing Harm:Victim offender dialogue in practice (365)



10 hours/week for the full 10-week quarter

Total = 100 hours

All work hours must be completed during enrolled quarter

- Engage with experiences in academic assignments

Minimum = 12 hours of work/week

10 hours: Internship work

2 hours: Academic work (approximately)

**Plan accordingly with other classes and
your personal life!**

NOTE:

- 10 hours/10 weeks may be too short for some organizations
- You are welcome to have a longer internship and only count the 10 hours/10 weeks during the enrolled quarter for credit.

PAID OR NOT PAID?

- Depends on organization and agreement you make with them
- Unpaid is most common
- Whether you are paid or not has no bearing on your enrollment in TCRIM 498

- Your current job can serve as an internship site under certain circumstances and with certain conditions
- Discuss with Barb before applying

APPLICATION PROCESS

FALL 2025

Complete the following by December 12

1. Review prerequisites/application material on the [CJ Internship webpage](#) and/or attend info session
2. Meet with Barb to discuss your intention to apply and your professional/internship interests
3. Submit to Barb by December 12:
 1. Unofficial transcripts
 2. Reference from a UWT criminal justice or social work professor
 3. Resume
4. Ask a CJ/SW faculty person to be a reference for you

A minimum of 10 students need to apply for the class to be offered!

FACULTY REFERENCE

Student

1. Asks faculty person to be a reference
2. If they say yes, sends Barb the name

Barb

1. Sends faculty the link to an electronic form
2. Follows up with faculty to make sure it is submitted

FACULTY REFERENCE QUESTIONS

1. How long have you known this student and in what capacity?
2. Do you recommend the student for an internship? [Yes/no/maybe]
3. In just a sentence or two, please explain your recommendation decision.
4. In the next section, you will rate the student on a collection of skills. To whom will you be comparing your students? (e.g., other CJ majors, all CJ seniors, UWT undergraduates, etc.)
5. Please rate the student in question on the following skills. [Scale: Below average, Average, Above average, Exceptional, Cannot assess]
 - a) Demonstrates empathy
 - b) Communicates constructively
 - c) Respects others' perspectives
 - d) Interacts respectfully with you, the instructor
 - e) Interacts respectfully with peers
 - f) Writes effectively
 - g) Receives constructive feedback well
 - h) Demonstrates openness to learning new things
 - i) Critically reflects on social problems
 - j) Follows directions well
 - k) Demonstrates good time management
6. Please discuss any concerns you have about this student participating in an internship.

DECEMBER 12 APPLICATION DEADLINE

Minimum 10 students must apply by December 12
for TCRIM 498 to be offered in Spring 2026

WINTER 2026

Student researches and secures an internship

Student receives add code to enroll in the course

WINTER 2026

Secure internship by early March

After confirming your intention to enroll in 498:

1. Research potential internship sites, with support from Barb
2. Finalize resume, with the help of [UWT Career Development and Education](#), as needed
 - Appointments and drop-in help
 - Workshops
 - DIY resources
3. Interview with potential sites
4. Secure internship and complete learning agreement with site
5. Receive add code to enroll in 498

RESEARCH INTERNSHIP POSSIBILITIES

January, 2026

Student:

- Researches specific internship positions
- Identifies organizations that do the type of work they are interested in
 - Send web links, name, and contact information to Barb

Barb

- Goes through her contacts for possible sites and inquires about possibilities
- Makes “cold” contacts to organizations that student identifies
- Makes ”warm” handoff to student to pursue an internship

WHERE TO FIND INTERNSHIPS AND ORGANIZATIONS OF INTEREST

UWT Career Services and Education

- Career/internship fairs
- Workshops related to internships

Internship/job sites

- [Handshake](#)
- [Indeed.com](#)
- [Idealist.com](#)
- [Pierce County government jobs](#)
- [City of Tacoma job opportunities](#)
- [Governmentjobs.com](#)

SSWCJ resources

- CJ student listserv announcements
- [CJ internship page](#)
- Barb's connections/resources
- Guest speakers in classes

[Internship database](#) for LSJ students (UWS)

Web research around your interests

Connections through your family and friends

INTERVIEWING

Late January – February

After Barb contacts your agencies of interest and/or approves the internship position, you:

- Follow up with approved sites to talk about the internship possibilities and/or apply to the internship position (sending your resume when you do)
- Secure the internship
- Send Barb the name and contact information for the person who will be your supervisor (she will send a confirmatory email with Learning Agreement attached)

COMPLETE LEARNING AGREEMENT WITH SITE SUPERVISOR

Late February to early March

Meet with your future supervisor to complete the Learning Agreement together and return to Barb

RECEIVE ADD CODE AND ENROLL IN 498

Late February – early March

After the Learning Agreement are submitted, receive add code from Barb and register for TCRIM 498.

SPRING 2026

Internship, 10 hours/10 weeks

March 30 – June 5