

Summer 2020 CRIMINAL JUSTICE AND LEGAL STUDIES FIELD OBSERVATION/INTERNSHIP PLACEMENT TIMELINE

Send all email regarding internship questions, process and submissions to cjcp@ssc.wisc.edu

If you would like to be considered for the Criminal Justice and Legal Studies Field Observation Internship (LS/Soc 694) in Summer 2020, you will need to attend to the following events and timelines.

Tuesday, October 22 from 5:45-7:00pm or Friday, October 25 from 12:00-1:15pm in 8417 Sewell Social Sciences – Orientation 1 and meet past interns

- Overview of the application process, eligibility requirements, and placement options.
- At Orientation, sign up for future Small Group Meeting with an Advisor.

Research agencies you are interested in using all of the following:

- Agency Website Listing for Summer 2020 interns
- Review agency evaluations from past students available in the binders outside 8139 Social Sciences. **Binders may not be removed from the area outside the CJCP offices.**
- Connect with past interns.
- Conduct your own Internet search of possible agencies. The CJCP and LS programs do not always have all available or up to date resources

Tuesday, October 29, 6:00 to 8:00pm – Speed Mentoring Event – in Varsity Hall – Union South

- Recommended: Attend Criminal Justice/Legal Studies Speed Mentoring Event
- For details and to RSVP, visit <https://criminaljustice.wisc.edu/resources/mentoring/>

Wednesday, November 13 – 8:00pm – Agency Choices and Background Questions Survey due date

- Submit your Agency Choices and Background Questions Survey by 8pm. Link will be posted on website and emailed to Orientation 1 attendees.

Tuesday, November 19 to Friday, November 22 – Small Group Meeting

- Finalize top agency choices
- Application requirements of specific agencies discussed
- Review next steps

Wednesday, November 20, 11:00 to 12:30pm in Room 8417 Sewell Social Sciences

– **Resume and Cover Letter Workshop** Led by SuccessWorks

Meet with SuccessWorks

- If you are unable to attend the resume and cover letter workshop, please schedule a meeting with a SuccessWorks advisor to go over resume and cover letters. <http://careers.ls.wisc.edu/>

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2020

Wednesday, January 29, 2020 – 8:00pm – Deadline to Submit Resumes/Cover Letters

- Submit your resume and cover letters for your top three placement choices, along with any required applications to cjcp@ssc.wisc.edu.
- Please save resume as “LastName, FirstName Resume” as pdf.
- Please save cover letter as “LastName, FirstName AgencyName” as pdf.

Monday, February 10 – 9:00 to 10:15am or Tuesday, February 11 5:45 to 7pm in 8417 Sewell Social Sciences – Orientation 2

- Topics include contacting agencies, interviews, accepting and declining placements and agreement forms. You will receive contact information for the agencies where you chose to apply

Friday, February 14 – 10:00 to 11:00am – Interviewing Workshop in Room 8417 Sewell Social Sciences

- Led by SuccessWorks

February – May – Interviews

- Complete Agency Interviews
- Register for LS/SOC 694 or SW 663 when summer enrollment opens

March – Scholarship applications

- Deadline for State of Wisconsin Summer Affirmative Action Internship Program
 - <http://www.doa.state.wi.us/Divisions/Personnel-Management/Bureau-of-Affirmative-Action/Summer-Affirmative-Action-Internship-Program/>
- Deadline for L&S Career Services Summer Internship Scholarship
 - <http://scholarships.wisc.edu/Scholarships/schlrDetails?scholId=4101>

Mandatory Prior to Internship Starting- Student/Agency Agreement Form- (Liability Form)

- You are responsible for submitting a fully completed Student/Agency Agreement Form, signed by you and your supervisor, within one week of accepting a placement.**
- You may not start an internship without us having a copy of the Student/Agency Agreement Form**
- Submit completed form to cjcp@ssc.wisc.edu or drop off at 8137 or 8139 Social Sciences.
- If the Student/Agency Agreement Form states the agency would like us to complete a WI Caregiver Background Check, you will need to fill out additional paperwork.
- The Agreement form is located on the program website under the Summer 2020 CJCP/LS Internship information

Monday, April 27 – 11:45 to 1:00pm or Tuesday, April 28 – 5:45 to 7:00pm in 8417 Sewell Social Sciences- Orientation 3

- Topics include professional behavior, beginning your placement, roles of Agency Supervisors and UW Field Instructors, etc.
- Overview of Legal Studies/Sociology 694 and Social Work 663 course syllabus including assignments
- You will meet your University Field Instructor at this meeting.

Special Notes

- Begin internships: May 11 to June 8, 2020. The 300-hour requirement should be met by August 7.
- Summer Course: You will attend two full day seminars from 9:00am to 4:00pm. Students are assigned to the Tuesday group or the Wednesday group. There is also a distance option for students who are out of the area.
 - Tuesday seminars will be June 30 and July 28, 2020
 - Wednesday seminars will be July 1 and July 29, 2020