

SPRING 2022 CRIMINAL JUSTICE AND LEGAL STUDIES FIELD OBSERVATION INTERNSHIP PLACEMENT TIMELINE

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

Wednesday, September 15 from 11:00am-12:00pm – Orientation – 8417 Sewell Social Sciences

Overview of the application process, eligibility requirements, and placement options.

Wednesday, September 15 to Tuesday, September 21

Research agencies using all of the following:

- Agency Website Listing for Spring interns
- Review fall/spring agency evaluations from past students. Evaluations are available in Canvas. Please note: evaluations are confidential and should not be downloaded or shared with others.
- Contact with past interns.
- Conduct your own Internet search of possible agencies. The CJCP does not always have all available or up to date resources

Tuesday, September 21 – 8:00pm – Initial Agency Choices Survey due and Small Group Meeting Selection

Submit your Initial Agency Choices Survey by 8pm in Canvas.

Register for small group meeting in Canvas.

Thursday, September 23 to Friday, September 24 – Small Group Meeting

Finalize top agency choices and Review next steps

Application requirements of specific agencies discussed

Friday, September 24 to September 28 - Resume and Cover Letter Writing Workshop in Canvas

Led by Emmeline Prattke of SuccessWorks

****Highly Recommended****

October 1 – Application deadline for Department of Justice Crime Lab and Division of Criminal Investigations

Students apply directly to agency

- Crime Lab: <https://www.doj.state.wi.us/dles/wscl/crime-lab-internships>
- Division of Criminal Investigations: <https://www.doj.state.wi.us/dci/dci-internship-opportunities>

Meet with SuccessWorks

Meet with a SuccessWorks advisor to go over resume and cover letters. <http://careers.ls.wisc.edu/>

****Highly Recommended****

Monday, October 4 – 8:00pm – Deadline to Submit Resumes/Cover Letters and Final Agency Choices

Submit a copy of your resume and cover letters for your top five placement choices, along with any required applications, to our Canvas 694 Pre-Internship course.

Please save resume as “LastName, FirstName Resume” as pdf.

Please save cover letter as “LastName, FirstName AgencyName” as pdf.

Friday, October 15-October 19 Interviewing Tips and Tools Workshop in Canvas

Led by Emmeline Prattke of SuccessWorks

****Highly Recommended****

Week of November 15 - Optional Check-In Meeting

Discuss internship placement search/acceptance

Explore additional agency possibilities

Address course/internship questions

Register for Legal Studies/Sociology 694 – Field Observation in Criminal Justice and prerequisite courses

Legal Studies/Sociology 694 meets from 5:40pm to 7:40pm every Wednesday in Spring semester

Submit course authorization request via Canvas

October – early January- Interview & Accept Placements

Complete Agency Interviews

Mandatory Student/Agency Agreement Form

- We will obtain the Board of Regents signature.
- Submit completed form to Canvas.
- 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 and submit to Canvas.
- The Agreement Form and Background check forms are located in our Canvas site.

January –Early February – Begin Internships