

Summer **2022** CRIMINAL JUSTICE AND LEGAL STUDIES FIELD OBSERVATION/INTERNSHIP PLACEMENT TIMELINE

Send email regarding internship questions and process 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 2022, please attend to the following events and timelines.

Friday, December 3 from 10:00-11:30am – Orientation in 8417 Sewell Social Sciences

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

December 4 to January 10

Research agencies using all of the following:

- Agency Website Listing for Summer interns
- Review summer 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

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

Tuesday, January 4 – Summer applications for Madison Police Department Internship due.

- Apply directly to agency

Agency Choices Survey and Small Group Meeting Selection

Submit your Agency Choices Survey in Canvas prior to your small group meeting.

Register for small group meeting with Google Sheet sign-up.

Small Group Meeting

One hour small group meeting with Placement Advisor to finalize top agency choices and review next steps

- **January 13 and 14 via Zoom with Josh Mayers**
- **January 20 and 21 via Zoom with Kiara Hibler**
- **January 27 and 28 in person with Wayne Strong**

Tuesday, February 1 – 11:59pm – 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.

February 1 - Application deadline for Department of Justice Crime Lab

Students apply directly to agency

- Crime Lab: <https://www.doj.state.wi.us/dles/wscl/crime-lab-internships>

Summer

Resume and Cover Letter Writing Workshop in Canvas - TBD

Led by Emmeline Prattke of SuccessWorks

February 15 – Application deadline for Department of Justice Division of Criminal Investigations

Students apply directly to agency

- Division of Criminal Investigations: <https://www.doj.state.wi.us/dci/dci-internship-opportunities>

Interviewing Tips and Tools Workshop in Canvas - TBD

Led by Emmeline Prattke of SuccessWorks

February to May- Interview & Accept Placements

Complete Agency Interviews

Week of March 28 – Optional one on one check-ins

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>

Tuesday, May 17 – 5:30pm – Online Orientation

- 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.

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

Submit course authorization request via Canvas

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.

Mandatory Summer Seminars for LS/Soc 694

- Students will have the option of either an in-person seminar experience or a distance seminar experience. These will be separate sessions/experiences. Seminar attendance is required and part of your course grade.
- **Students participating in in-person seminars will be in either the Wednesday, June 15 and Wednesday, July 27 OR Thursday, June 16 and Thursday, July 28. Seminars are for the full day and held on-campus in Sewell Social Sciences Building.**
- Students in the distance seminars will participate in multiple online seminars at times TBD near these dates.