

SPRING 2023 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.

Friday, September 16 12:00pm-1:00pm – Required Orientation – 8417 Sewell Social Sciences

1:00pm-2:00pm – Optional Lunch with Past Interns – 8417 Sewell Social Sciences

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

Friday, September 16 to Monday, September 25

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

Sunday, September 25 – 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.

Tuesday, September 27 to Thursday, September 29 – Small Group Meeting

Finalize top agency choices and Review next steps

Application requirements of specific agencies discussed

Recommended Prior to October 9:

Complete Resume and Cover Letter Writing Workshop in Canvas (30-45 minute virtual workshop)

For specific guidance, meet with a SuccessWorks advisor to go over resume and cover letters.

<http://careers.ls.wisc.edu/>

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>

Sunday, October 9 – 8:00pm – Deadline to Submit Resumes/Cover Letters and Final Agency Choices

Submit a copy of your resume and cover letters for your top four 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.

Recommended prior to interviewing at agencies:

Interviewing Tips and Tools Workshop in Canvas

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

Legal Studies/Sociology 694 will have two sections. Students will attend one section and be given an opportunity to indicate a preference. Seniors will be prioritized with respect to section preference.

The sections are 9:30am to 11:30am every Wednesday and 5:40pm to 7:40pm every Wednesday

Submit course authorization request via Canvas

October – early January- Interview & Accept Placements

Complete Agency Interviews

Prior to Start of Internship: Mandatory Student/Agency Agreement Form

- Notify us through the Pre-Internship Canvas site that placement is secured.
- We will initiate a DocuSign form for agency representative, student and Board of Regents signature
- **The agreement must be completed prior to the start of the internship.**

January –Early February – Begin Internships