

LEGAL STUDIES/SOCIOLOGY 694

FIELD OBSERVATION IN CRIMINAL JUSTICE AND LEGAL STUDIES HANDBOOK

The Criminal Justice and Legal Studies Field Observation is an internship opportunity that combines community engagement with classroom work. Students will acquire practical experience at an agency focusing on justice-involved or at-risk individuals, those affected by crime, those seeking social/ community services, or on law and legal institutions. Readings and seminars will relate field observations to the broader cultural, economic, and social implications of the justice and legal systems. This intensive, hands-on experience requires significant maturity and judgment.

Students will be supported throughout the application, placement, and enrollment process. If you are unable to find the answer to a question here or need assistance, please contact the advisors at cjcp@ssc.wisc.edu.

This handbook covers the entire process leading up to the Field Observation placement. It lists critical events and activities that take place PRIOR to entering the placement. Students are responsible for keeping track of the dates and times of events and deadlines detailed in the **INTERNSHIP PLACEMENT TIMELINE** document. These events and deadlines are important for a student's successful progress in the internship placement process. Given the short application window, adherence to these deadlines is especially necessary for both agencies and students.

FIELD OBSERVATION GOALS

To experience the justice, law and legal institutions and their community impact through hands on practice and observation (Note: Some internships may be partly or entirely virtual.)

To understand the organizational structure of your agency, the service delivery system, and the relation to other entities

To become familiar with the background characteristics, problems and strengths of the various stakeholders

To recognize your own cultural background, values, and beliefs when working with stakeholders, as well as the importance of professional culturally sensitive practice

To analyze the effects of agency policies, and your own behavior, on stakeholders

To appreciate the challenges of self-care when working with people in crisis or significant stress

To gain clarity with regard to your strengths, challenges, and passion

To connect field observations with the broader cultural, economic, and social implications of our legal and justice systems

To gain professional skills that are useful to future careers and service to community

COURSE AND PROGRAM POLICIES

The following policies guide the field observation application, screening and placement process for all semesters.

Eligibility Requirements

Enrollment and Progress in the Legal Studies major or Criminal Justice Certificate Program

Students must be declared in the Criminal Justice Certificate Program (CJCP) or Legal Studies (LS) major and making satisfactory progress toward completion.

Application Deadlines and Pre-Placement Orientations

To maintain eligibility for the internship students must meet all application deadlines and attend all pre-placement orientations (see **INTERNSHIP PLACEMENT TIMELINE**). The advisors grant final approval for participation in the field observation.

Degree Credits and Prerequisite Courses

Criminal Justice placements:

- Completion of Legal Studies/Sociology 131 Criminal Justice in America
- Completion of or concurrent enrollment in upper level Criminal Justice related course (group 2 or 3)
- Completion of or concurrent enrollment in Group 5 approved course
- Minimum of 60 credits completed by the beginning of the internship semester

Legal Studies placements:

- Completion of Legal Studies/Sociology 131 Criminal Justice in America or Legal Studies/Political Science 217 Law, Politics and Society
- Completion of or concurrent enrollment in upper level Legal Studies related course (Theme groups 1-5 or Core Perspectives)
- Minimum of 60 credits completed by the beginning of the internship semester

Right to Refuse an Applicant

The success of the criminal justice and legal studies internship program depends largely on the willingness of agency staff to volunteer their time and expertise to supervise students and provide a high-quality educational experience. The program cannot risk jeopardizing relationships with supervising agencies by sending ill-prepared students to assume professional responsibilities as this may pose extra demands on busy agency staff and unacceptable risk to clients and stakeholders.

Faculty and staff of the Criminal Justice and Legal Studies Field Observation reserve the right to refuse any student who appears unprepared to assume professional commitments and responsibilities. The program expects all students to have a basic understanding of the justice system or structure of the legal systems affecting their internship placement; demonstrate responsibility by meeting all pre-placement commitments; and show maturity by understanding their personal strengths and limitations. Additionally, students need to have attained a level of confidence and an ability to communicate.

If a student does not demonstrate these qualities, they may be asked to participate in an additional meeting to discuss any concerns and determine the appropriateness of participating in the internship program.

Agencies may require students to complete a criminal history background check.

Financial Aid & Compensation

The CJCP and LS programs will distribute information on internship scholarships and other sources of support whenever possible. Please also consult the UW-Madison Scholarship's website for additional opportunities:

<http://scholarships.wisc.edu/Scholarships/>

For more information on financial aid, please contact: Office of Student Financial Services, 333 East Campus Mall, Room 9701; 608-262-3060; finaid@finaid.wisc.edu

Summer financial aid:

The summer course is scheduled during the 8-week summer session. Scheduling the course in this manner allows for students to receive financial aid for a 3-credit course. (Note: Internships may be longer than 8 weeks, but the course itself is considered an 8-week experience.)

Fall and Spring financial aid:

If students already receive or are eligible for financial aid for fall or spring, this 3-credit course enrollment is no different from any other course for which they receive financial aid.

Prior Experience in the Field

Prior experience in a justice or legal setting is generally not a prerequisite for field experience. Volunteering is extremely helpful and recommended if possible. Volunteering will help students by exposing them to different stakeholders and terminology. It will increase their understanding of the demands of a professional setting and help them begin to determine goals for the internship. The links below provide excellent resources for seeking out volunteer opportunities.

Morgridge Center for Public Service: www.morgridge.wisc.edu

Volunteer Your Time: www.volunteeryourtime.org

New Placements

Over the past several years, the CJCP has cultivated relationships with many criminal and juvenile justice agencies, as well as social/ community support programs. Expansion of the Program to include law and legal institutions placements is ongoing. Many students may be served within this existing network of contacts. We are happy to work with students to develop new placements.

Creating a new placement is a joint effort between the student and the advisors.

1. The first step is to note the new agency on your Initial Agency Survey (pre-internship Canvas quiz).
2. Students are responsible for initially contacting the new placement to determine the possibility of an internship placement. They will need to ask the agency if they are able to support the hours per week required by your enrollment (hours for fall/spring differ from summer). Students should review the course goals prior to contacting an agency.
3. If the agency is willing to consider an internship, the student will need to supply the CJCP/LS advisors with the name of the agency, appropriate contact person, address, phone number, and website if available.
4. An advisor will follow up with the agency to make final determination regarding approval of placement.

FIELD PLACEMENT AND SEMINAR TIME COMMITMENTS

Seminars are designed to assist students in sharing observations, processing experiences and receiving feedback. The University instructors work with agency representatives to provide support for each student and develop meaningful educational experiences.

Summer Interns:

20-32 hours a week for 10 weeks

Students attend two full day seminars: one in June and one in July. **Attendance is required** and is included in the field hours requirement. Attendance and participation at seminars is a significant percentage of a student's course grade. An online option is also available for out-of-state students.

Fall and Spring Interns:

Generally, 8-15 hours per week, on site, for a semester. Individual placement requirements may vary.

In addition, students must attend a 2-hour seminar every week on campus.

Grades for the course are based on seminar participation, assignments, and agency/instructor evaluations. A grade breakdown will be provided in the course syllabus.

PRE-INTERNSHIP PROCEDURE

All pre-internship steps are managed through our Pre-Internship Canvas Page/ Course. After attending the Orientation, interested students will receive an invitation to participate in the Pre-internship course.

Preparing for the internship is a process that begins long before a field placement. A student's full participation is necessary for optimal placement preparation. The following section briefly describes each step along the way. For a schedule summary, please see the **INTERNSHIP PLACEMENT TIMELINE** posted on the website and the pre-internship Canvas site.

Initial Orientation

All students must attend this orientation meeting, which will orient them to the application process, eligibility requirements, and placement options.

See the **INTERNSHIP PLACEMENT TIMELINE** for times and locations.

Research Agencies & Complete Initial Agency Choices Survey

The pre-internship Canvas page will ask students to list placements where they would like to do their field observation in in the Initial Choices Survey quiz. Students can list up to ten agencies they may be interested in. Responding to this question will take some research. The following information will help:

- Review the provided list of agencies/placements and their websites
- Review agency evaluations from past students available online in Canvas. Placements may vary by semester. Those offered in spring or fall semester vary from those offered in summer.
- Attend Speed Mentoring and job shadow opportunities
- Connect with past interns thru provided emails
- Conduct Internet search of possible agencies. The advisors do not always have all available or up to date resources.

All students must submit the online Initial Agency Choices survey within the pre-internship Canvas site. Responses will help students begin thinking through the internship experience and assist program advisors with matching students with an appropriate placement.

Small Group Meetings

All students must participate in a small group meeting following submission of their initial agency choices. See Internship Placement Timeline for dates. The meeting gives students the opportunity to ask questions and clarify placement choices. This meeting will also assist us in making sound placement referral decisions.

Some agencies require applications in addition to resume and cover letter. Students will be notified of application requirement during the small group meeting.

Resumes, Cover Letters, and Agency Applications

For help with cover letters and resumes, please visit **SuccessWorks**. Career services advisors and staff are experts in writing cover letters and resumes. They are the best resource for this type of assistance. Program advisors have coordinated workshops with SuccessWorks for you to attend. See Internship Placement Timeline for more information.

Placement choices may change during small group meetings. Students should wait to submit their resumes and letters until after that meeting. CJCP/Legal Studies advisors will forward materials to the placement in advance of interviewing.

Students upload their **resume and cover letters for their top four placement choices**, along with any required applications, to the pre-internship Canvas site. PDF is required.

Please save resume as “LastName, FirstName Resume” and submit to our Canvas site.

Please save cover letter as “LastName, FirstName AgencyName” and submit to our Canvas site.

INTERVIEWS, SELECTION & AGREEMENT FORMS

Initial Agency Contact by Students

Advisors will notify students when they should contact the agencies. Once given this notification, it will be the student’s responsibility to initiate contact with the agencies with a request to interview. Note: If a specific agency prefers to initiate contact, advisors will inform students. In person interviews typically last between 20-60 minutes. Students should confirm interview length and location when setting up the interview.

Interviews

Students should consult [SuccessWorks](#) for interview tips and practice. Program advisors have coordinated workshops with SuccessWorks for you to attend. See Internship Placement Timeline for more information.

Students should be prepared to answer questions about goals for their internship, ask questions about their responsibilities in the agency, scheduling, and other areas of concern. It is also a time for students to select an agency they feel will contribute to a meaningful learning experience. Competition for placement at each agency varies.

As you schedule interviews, please complete the Interview Update Quiz in the pre-internship Canvas site. We ask that you do this with each interview scheduled.

Final Selection

Students will be notified of an agency's choice by the agency or an advisor. During the agency interview, students are responsible for asking how notification will take place. Unless otherwise directed, students are required to communicate their decision to decline or accept directly with the agency. This must be done in a timely manner; avoiding this responsibility directly affects other students and may jeopardize continuation in the program.

Once a student has accepted a placement, please complete the Secured Placement Quiz in the pre-internship Canvas site.

Student/Agency Agreement Forms

Prior to starting a field observation internship, students must have a completed Student/ Agency Agreement Form. This is a University requirement for liability protection. After submitting the Secured Placement Quiz, the listed agency contact will receive the agreement form via DocuSign. Once the agency contact has completed the form, the student will receive it in an email from DocuSign for completion. That is the final step a student is required to do with this form.

This section addresses student responsibilities in the field and other important details to be aware of while completing the Criminal Justice/Legal Studies Field Observation.

Orientation 2: Professional Expectations and Syllabus

This orientation addresses professional principles and behavior, beginning placement, and roles of Agency Supervisors and University Field Instructors. Course details will be reviewed and student questions will be addressed.

Summer:

This orientation meeting will take place during the spring semester.

Fall/Spring:

This information will be presented during the first scheduled Legal Studies/Sociology 694 class period.

Success of Your Internship

Perhaps the most important assignment students must take on is that of taking responsibility for the success of their internship. Students must take the initiative early on to maintain good communication with their supervisor, co-workers and the instructor regarding the appropriateness of responsibilities and the breadth and quality of their overall experience. Students must take the lead in initiating change if necessary. Many individuals are available to help accomplish desired goals, but students must advocate for the education they desire.

Agency Supervisors

At the placement, students will be assigned to an individual who will serve as their on-site supervisor. The overall experience will be their responsibility. That individual will orient the student to the agency, assign duties, answer questions, make introductions to the staff, monitor progress, and evaluate intern work.

Agency supervisors also are asked to perform an educational function by providing appropriate learning experiences and by assisting in integrating theory, knowledge, and professional standards. Supervisors are encouraged to discuss policy and philosophical issues to ensure that students gain a broad perspective on the system.

Similarly, supervisors have been asked to provide a well-rounded experience by creating opportunities to work with a variety of clients and staff members, and scheduling students to attend agency meetings. They have also been asked to grant time for students to visit other agencies, thereby expanding their experiences in the system.

Near the end of the semester, the agency supervisor will fill out an Assessment of the student's learning and work throughout their time at placement. A sample assessment is included at the end of this document.

Agency Work Responsibilities

Work responsibilities vary from placement to placement and depend on the abilities, interests, and motivation of each student. In general, an initial period of observation and orientation to the agency will be followed by simple tasks. Increasingly complex activities will be assigned.

It is important for students to maintain good communication with their supervisor on this issue. In addition, it is good practice to become familiar with a variety of staff at the Agency. They can be an additional resource by exposing students

to a variety of styles, tasks and experiences.

Student experiences may include exposure to the agency, clients and stakeholders associated with the agency, the system as a whole, professional standards and culturally competent practice. In order for this to occur, it will be important to assume some direct responsibilities for clients, possibly even manage a small caseload, work with various professionals at the agency, or carry out a special project. Visits to other agencies, as a part of the work responsibilities, will help students to develop perspective.

Professionalism at the Internship Site

Office Policies - While in placement, students are expected to follow all agency policies. Especially important are those rules and regulations that govern staff-client relations and confidentiality of client information. Policies establishing work hours and attire, are also important.

Feedback - Accepting positive feedback and constructive criticism is a part of professionalism. Students are encouraged to accept feedback with an open mind and to improve work habits as a result.

Premature Departure from Placement - If for any reason a student must leave a placement prematurely, it is extremely important that the student discuss their plan to leave with the agency and course instructor. This should be done prior to leaving.

Ethics on the Job - Throughout placement, students may encounter ethical dilemmas. These types of incidents can be very uncomfortable and create stress. If the appropriateness of a situation comes into question, students need to talk to their agency supervisor before acting. If the incident involves an agency supervisor, students should speak with the course instructor.

Issues falling under professionalism and ethics are crucial to the success of field observation and will be discussed in the course seminars. Should immediate resolution to an issue be important, students should contact the course instructor. Waiting until the next seminar is not advised.

By design, internship courses delegate a substantial portion of responsibility for students' education to off-campus supervisors. Nonetheless, University instructors and advisors are available to students throughout the placement to answer questions, assist in problem solving, and to help facilitate goals.

Gaining professional experience and skills through the Field Observation Internship and Course is a great opportunity for interested students. Program Advisors and Instructors look forward to guiding you through this process!

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Sample
CRIMINAL JUSTICE/LEGAL STUDIES FIELD OBSERVATION

This Affiliation Agreement ("Agreement") is Between the Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin-Madison, Criminal Justice/Legal Studies Program ("University") and _____ ("Agency") to provide practical learning and Field Observation experiences for the University's student(s) as outlined in this Agreement.

Agency agrees to supervise the below-named student in its facility for the duration of the Field Observation experience. Agency has reviewed a copy of the Field Observation Guidelines for Supervising Agencies. Agency agrees to contact University staff if changes or questions arise. University and Agency agree to the terms outlined within this Agreement, including on the reverse side.

Agency Contact Name: _____ Student Supervisor Name: _____

Agency Contact phone: _____ Student Supervisor phone: _____

Agency Contact email: _____ Student Supervisor email: _____

Agency Address: _____

THIS PLACEMENT IS FOR _____ HOURS A WEEK FOR THE DURATION OF THE SEMESTER.

Starting Date: _____ Ending Date: _____

Will the student be required to complete a Wisconsin Caregiver Background Check? Yes No

The Agency will conduct the Wisconsin Caregiver Background Check.

The Agency would like the University to conduct the Wisconsin Caregiver Background Check and share the results.

Agency Contact Signature:	Date:
Students Supervisor Signature:	Date:
Board of Regents Signatory Name, Date, Signature: Dan Langer, Asst Vice Chancellor, Division of Business Services	

I am a student at the University and I am enrolled or intend to enroll in Legal Studies/Sociology 694/Social Work 663, Criminal Justice and Legal Studies Field Observation. I have read the Field Observation Handbook and I accept the requirements within it. I assume responsibility for notifying University staff and my Agency supervisor if, for any reason, I am unable to fulfill the terms outlined in the Handbook.

Student Name: _____ Student Phone: _____

Student Email Address: _____

Student Signature:	Date:
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Additional Terms for the Criminal Justice/Legal Studies Program Field Observation

- University and Agency shall not discriminate with respect to race, color, sex, creed, national origin, disability, age, public assistance status, marital status, sexual orientation, or religion in their on-going practices.
- University and Agency shall make reasonable accommodations to provide accessibility for students with disabilities. If a student requests an accommodation in his or her assignment to Agency, University will encourage the student to disclose directly to the Agency information in support of the student's request.
- The University's employees and students are not eligible for coverage under the Agency's Workers' Compensation or Unemployment Compensation insurance programs.
- The parties agree that each party is and shall solely be responsible for any claim or damage resulting from its own negligent acts or omissions. This Agreement shall not be construed to require a party to indemnify any other party from its own negligent acts or omissions.
- Either party shall have the right to terminate this Agreement for any reason on sixty days written notice to the other party. In the event of termination, the parties agree that any students placed at Agency shall be permitted to complete their activities in connection with the Field Observation experience.
- A University designee and Agency designee shall coordinate the University's academic requirements for each student at Agency.
- The University, as a unit within an agency of the State of Wisconsin, provides liability coverage for its students, faculty and staff consistent with §§895.46(1) and 893.82(6) of the Wisconsin Statutes. The University's students, faculty and staff who participate in the activities under this Agreement are agents and employees, respectively, of the State of Wisconsin, and while participating in such activities, are acting within the scope of their agency or employment. The liability coverage provided by the State of Wisconsin under §895.46(1) is self-funded and provides funding for claims, demands, losses, and damages of every kind and description, or damage to persons or property arising out of Field Observation activities at Agency and founded upon or growing out of the negligent acts or omissions of any of the employees or agents of the University while acting within the scope of their employment or agency where protection is afforded by §895.46(1) of the Wisconsin Statutes.
- Agency shall provide a planned, supervised program of Field Observation experiences consistent with Field Observation Guidelines for each student's placement.
- Agency shall maintain complete records and reports on each student's performance, providing evaluations to the University as requested.
- In all cases, Agency shall retain ultimate responsibility for the advising and care of its clients.
- University may disclose information from a participating student's educational record, as appropriate, to personnel at Agency who have a legitimate need to know in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (20 U.S.C. 1232g; 34 CFR Part 99). Agency hereby agrees that its personnel will use such information only in furtherance of the Field Observation program for the student, and that the information will not be disclosed to any other party without written notice to the University and with the student's prior written consent.

Center for Law, Society, & Justice

8139 Sewell Social Science Building 1180 Observatory Drive Madison, Wisconsin 53706-1393
608-262-4360

UNIVERSITY OF WISCONSIN – MADISON CRIMINAL JUSTICE & LEGAL STUDIES FIELD OBSERVATION
SAMPLE STUDENT LEARNING ASSESSMENT

Please evaluate the student who interned with your agency using the numerical grade below. The numerical grade will be averaged and will be used to award the final placement evaluation portion of the course grade.

Comments are appreciated and may be shared with students. Some internship placements do not provide for an assessment in all categories. In this case, place a N/A in the appropriate column. Because your evaluation is important to us, a course grade cannot be issued to the student without this information.

Please indicate the level of accomplishment demonstrated as follows:

- 1 - **Unsatisfactory:** does not demonstrate this ability/does not meet expectations
↓
- 2 - **Fair:** sometimes demonstrates this ability/meets expectations
↓
- 3 - **Satisfactory:** usually demonstrates this ability/sometimes exceeds expectations
↓
- 4 - **Exceptional:** consistently demonstrates this ability/consistently exceeds expectations

STUDENT: _____

AGENCY: _____

SUPERVISOR: _____

I. UNDERSTANDING OF SYSTEM:

Level

Initial understanding of legal or juvenile/criminal justice systems (i.e. components, roles, functions, relationships)	
Current understanding of system/institutions	
Ability to think critically about the larger legal or juvenile/criminal justice systems (i.e. perceives strengths and weaknesses)	
Aptitude for analyzing the impact of your agency's actions on the other agencies and the larger system.	
Exhibits creative thinking about system (not just your agency) improvements.	

Comments:

II. UNDERSTANDING OF STAKEHOLDERS:

Level

Initial understanding of how stakeholders interact with your agency.	
Current understanding of how stakeholders interact your agency.	
If client based internship, understanding of client/offender/victim issues (e.g. drug/alcohol abuse, lack of employment, previous abuse, poverty, etc.)	
Appreciation of client strengths (e.g., resilience, survival skills, motivation, etc.)	
Aptitude for work with stakeholders from diverse backgrounds (e.g. funding sources, clients, community, race, gender, religion, rural/urban, language, abilities, socio economics, family structure, etc.	
Ability to recognize own cultural background, values, and beliefs when working with stakeholders	
Exhibits creative problem solving when assisting stakeholders	

Comments

III. UNDERSTANDING OF AGENCY:**Level**

Initial understanding of agency missions, functions, and issues	
Current understanding of agency missions, functions, and issues	
Ability to work well with agency staff and other professionals	
Ability to complete tasks, projects, and assignments in a timely fashion	
Skill at making mature judgments in work related matters	
Competency to evaluate effects of own actions on agency	
Practice of professional and ethical behavior	

Comments:**IV. POTENTIAL FOR WORK IN THE FIELD:****Level**

Suitability and potential for work in the field	
Aptitude for service work with clients/consumers	
Aptitude for research centered work	
Emotional maturity to work in this field	
Potential for leadership	
Ability to express self appropriately (verbally or in writing)	

Comments:

Additional thoughts or summary comments. (Comments may be used in recommendations with the permission of the student)

This assessment is worth 20% of the student's grade. Please select the grade you recommend for the student.

- 20 (equivalent to an A)
- 18 (equivalent to an AB)
- 17 (equivalent to a B)
- 16 (equivalent to a BC)
- 15 (equivalent to a C)
- 14 (equivalent to a D)
- 13 or below (equivalent to an F)

In order to promote professional growth and learning, we recommend discussing your assessment with the student.

- I have discussed this assessment with the student.**
- I plan to discuss this assessment with the student.**

Supervisor's signature: _____

Thank you for filling out this form. It will help us in grading the student and assessing the effectiveness of the field observation course overall. We appreciate your thoughtfulness and time.

SAMPLE STUDENT PLACEMENT EVALUATION

(Students complete these anonymous and confidential placement evaluations to provide future interns with insights that may aid them in their pre-placement internship process)

Placement (Full Agency or Program Name)

List and briefly describe tasks, duties and experiences you had at your placement:

What was the supervision like at your placement?

How involved were you? Did you have enough responsibility?

What agencies and programs did you work with or learn about during your placement?

Other agencies/programs you recommend learning about:

How many hours per week were you involved with your placement?

Was there a set schedule (day/time) required for your placement? How flexible was your agency with respect to scheduling?

Overall, was this internship a good learning experience? Please explain.

What did this internship teach you about the criminal/juvenile justice systems, legal institutions and/or law?

What did this internship teach you about careers in criminal/juvenile justice and legal institutions?

Did you have sufficient information about this agency before interviewing and accepting the placement?

Please select which resources you utilized:

Did you have prior volunteer experience in a criminal justice or a legal institution? If yes, please list

Would you recommend this placement to future interns?

What suggestions or tips about this placement would you like to communicate to interested future interns? Please think about what you would have liked to have known from previous students.

Final parting words of wisdom and comments: