

Summer 2024

CRIMINAL JUSTICE AND LEGAL STUDIES FIELD OBSERVATION/INTERNSHIP PLACEMENT TIMELINE

Send emails 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 694) in Summer 2024, please attend the following events and meet the deadlines:

Friday, December 1 from 12:30-1:30pm – Orientation #1 in 6240 Sewell Social Sciences

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

Register for Pre-Internship Canvas site

Students who attend orientation will be sent an invitation to self-enroll. This site will be used for students to research agencies, fill out required surveys, submit application materials, and provide interviews updates.

Winter Break

Research agencies using all the following:

- Summer Agency List 2024—Found in Canvas, continuously being updated
- 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.
- Communicate with past interns
- Conduct your own Internet search of possible agencies. The CJCP does not always have all available or up to date resources.

Prior to January 21st at 8:00pm – Complete Top Agency Choices and Small Group Meeting Survey in Canvas

Complete your Top Agency Choices survey in Canvas prior to your small group meeting.

Register for small group meeting with Google Sheet sign-up found at the top of the Agency Choices and Small Group Meeting survey.

Small Group Meeting – Weeks of January 22nd and January 29th, 2024

Attend a one-hour small group meeting with Instructors to help you finalize top agency choices and review next steps

- There will be options to sign up for in-person meetings, or meetings held via Zoom during both regular working/school hours and some evening times.

Recommended – Prior to February 14th: Utilize SuccessWorks resources for resume/cover letters

- Complete Resume and Cover Letter Writing Workshop in Canvas (30-45 minute virtual workshop): [Link to Enroll](#)
- Meet with a [SuccessWorks](#) advisor to go over resume and cover letters.

Wednesday, February 14th – 8:00pm – Deadline to Submit Resumes, Cover Letters and Application Materials

Submit a copy of your resume and cover letters for your top four placement choices, along with any required applications, to our “Upload Resume, Cover Letters, and Application Materials here!” Survey

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

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

Advisors will send student application materials out to agencies and then inform students when they can reach out agencies to request interviews.

Recommended— Interviewing Tips and Tools Workshop in Canvas: [Link to Enroll](#)

Wednesday, March 6th – 8:00pm: Deadline to Complete Update Quiz #1

- These update quizzes provide advisors with information about your contact with the agencies and if you have applied to additional agencies. Updates ensure advisors know which stage each student is at and if advisors need to reach out to agencies.
- If you have secured an internship and completed the secured placement quiz, you will be excused from the update quiz.

Wednesday, March 20th – 8:00pm: Deadline to Complete Update Quiz #2

- If you have secured an internship and completed the secured placement quiz, you will be excused from the update quiz.

Wednesday, April 3rd – 8:00pm: Deadline to Complete Update Quiz #3

- If you have secured an internship and completed the secured placement quiz, you will be excused from the update quiz.

Wednesday, April 17th – 8:00pm: Deadline to Complete Update Quiz #4

- If you have secured an internship and completed the secured placement quiz, you will be excused from the update quiz.

Wednesday, May 1st – 8:00pm: Deadline to Complete Update Quiz #5

- If you have secured an internship and completed the secured placement quiz, you will be excused from the update quiz.

February to May- Interview & Accept Placements

- If you have reached out to an agency to schedule an interview and have not received a response after 10 business days, follow up with the agency and CC cjcp@ssc.wisc.edu.
- At your interview, ask when you can expect a response and when you need to respond to an offer.
- Complete Secured Placement Quiz on Canvas (you will need the name of your supervisor)
- Discuss start and end date with supervisor
- Complete Agency Agreements via Docusign
- Applying to 4 agencies from our list does not guarantee an interview or an internship. If you are not interviewing or receiving offers, you should apply to more agencies. We will frequently send new opportunities and you should also research other opportunities.

Scholarship applications

- L&S Career Services Summer Internship Scholarship
 - <http://scholarships.wisc.edu/Scholarships/schlrDetails?scholId=4101>
- **February 12 – April 7:** UW-Madison Undergraduate Scholarship for Summer Study
 - <https://summer.wisc.edu/summer-scholarship/>

Recommended: Wednesday, March 13th – 6pm-8pm Speed Mentoring Event – Great Hall, Memorial Union

More info and registration will be sent out via email as date gets closer.

Wednesday, May 1st – 6:00pm-7:30pm – Orientation #2 - via Zoom

Attendance is required. Zoom link will be provided via email as date gets closer. Topics will include professional behavior, beginning your placement, roles of Agency Supervisors and UW Field Instructors, etc.

- Overview of Legal Studies 694 course syllabus including assignments and journaling
- You may meet your University Field Instructor at this meeting

Register for Legal Studies 694 – Field Observation in Criminal Justice

- Authorization will be entered upon completing the secured placement quiz

Mandatory Summer Seminars for LS 694

- Seminar attendance is required and part of your course grade.
- Students interning in the Madison, WI area will be attending in-person seminars; students interning far from Madison will be assigned to distant (virtual) seminars. Given scheduling and time limitations, in-person seminar students will not be able to switch to virtual seminars to accommodate absences.
- In-person seminars will be **Wednesday, June 26th and Wednesday, July 24th**. Seminars are for the full day and held on-campus in Grainger Hall. More info will be sent via email as seminar dates get closer.
- Students in the distance seminars will participate in two shorter online seminars at times TBD near these dates.

Between May 13 and June 3rd – Students should begin internship & journaling (discussed at Orientation #2)

Students must intern at least 10 weeks between 20-32 hours per week.

August 9th – Internship should be completed by this date

Summer Term: June 17th – August 9th

Students receive access to the Canvas course on or around June 17th

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