

SPRING 2025
PRE-INTERNSHIP PROCESS TIMELINE
CRIMINAL JUSTICE AND LEGAL STUDIES FIELD OBSERVATION

If you would like to be considered for the Criminal Justice and Legal Studies Field Observation Internship course (*LS/Soc 694*) in the Spring, you must attend the following events and meet the following deadlines.

NOTE: We provide a list of agencies that we have worked with in the past and that typically have internship opportunities. You can use this list to apply for internships OR you can seek an internship on your own at an agency that provides service relevant to the broad areas of criminal justice, law, crime prevention, and social justice. Applying to an agency from our list or elsewhere does not guarantee an internship placement.

*****It is important that you communicate with advisors during this process! If you miss required events, deadlines, or submissions and you do not communicate with an advisor (cjcp@ssc.wisc.edu), you will be removed from the pre-internship process. *****

Recommended: *Wednesday, September 18, 4-7:30pm- SuccessWorks Career & Internship Fair*

More Info & Registration here: <https://successworks.wisc.edu/event/fall-career-and-internship-fair/>

Orientation- Friday, September 20, 2024, 11:00am-12:30pm in 6104 Sewell Social Sciences

RSVP here: https://uwmadison.co1.qualtrics.com/jfe/form/SV_4I0060xsti9533U

- Overview of the application process, eligibility requirements, and placement options.
- Hear from former students about their internship experience.
- Accept Canvas site invitation to the Spring 2025 Pre-Internship Process.

Friday, September 20 to Monday, September 30- Research Agencies

Research agencies using the following:

- Agency Listing for Spring interns, which can be found on the Pre-Internship Canvas course site. Check this frequently as it is an ever-evolving document!
- Internet search of possible agencies on our Agency Listing. We do not always have all available or up to date resources.
- 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. See list provided on Canvas course site.

Monday, September 30, 10:00pm – Initial Agency Choices Survey due and Small Group Meeting Selection

- Submit your Initial Agency Choices Survey by 10pm in Canvas.
- Sign up for small group meeting in Canvas.

October 1 – Application deadline for Department of Justice Crime Lab - Students apply directly to the agency.

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

Tuesday, October 1 to Tuesday, October 8 – Attend a Small Group Meeting

- Meet with an advisor and a small group of other students
- Ask questions about specific agencies and narrow down your agency choices
- Review next steps
- Application requirements of specific agencies will be discussed

Recommended prior to October 14: Complete *SuccessWorks* Resume & 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/>

Monday, October 14 – 10:00pm – 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 site.
 - *Please save resume as “Last Name, First Name Resume” as pdf.
 - *Please save cover letter as “Last Name, First Name Agency Name” as pdf.
- Students will be informed via email when their application materials have been sent to agencies, with follow-up directions about setting up interviews.

Recommended prior to interviewing at agencies: *SuccessWorks* Interviewing Tips & Tools Workshop in Canvas

Recommended: Tuesday, October 15- Attend Speed Mentoring event

- Get started on your networking! The speed mentoring event is an opportunity to connect one-on-one with community professionals in a friendly environment.
- Information & Registration will be sent out via email and posted on the CLSJ website.

Recommended: Friday, October 25, 2:30-5:30pm- Participate in prisoner Re-entry Simulation

- Gives participants an up-close look at the challenges facing those coming home from prison.
- Information & Registration will be sent out via email and posted on the CLSJ website.

Update Quizzes

- Update quizzes are required following submission of application materials.
- These quizzes present a few questions to help advisors know where you are with the process of securing an internship and provide you an opportunity to meet with an advisor for support.
- If you do not submit an update quiz, an advisor will send you a reminder; not submitting the quiz after a reminder will result in your removal from the pre-internship process.
- Once a student has secured an internship for the spring semester, they submit a Secured Placement quiz and no longer need to submit update quizzes. (see below)

Friday, November 1, 10:00pm- Update Quiz #1 due

Friday, November 15, 10:00pm- Update Quiz #2 due

Friday, December 6, 10:00pm- Update Quiz #3 due

Friday, December 20, 10:00pm- Update Quiz #4 due

Friday, January 10, 10:00pm- Update Quiz #5 due

Secured Placement Quiz- To be submitted once you have secured an internship for the Spring semester!

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

- Enrollment in *LS694* requires a secured internship.
- Once you have secured an internship and completed the Secured Placement quiz, we will reach out to you about course enrollment.
- Legal Studies/Sociology 694 will have two sections that students can communicate a preference for. Seniors will be given section request priority.

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

- Notify us through the Pre-Internship Canvas site that your internship placement is secured (Secured Placement Quiz).
- We will initiate a DocuSign form for agency representative, student, and a Board of Regents signatures.
- The agreement form **MUST** be completed prior to the start of the internship.

January –Early February – Internships Begin!