

FALL 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 Fall, 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. *****

Friday, March 14, 2025, 11am-12:30pm- Rm 6104 Sewell Social Sciences

- Overview of the application process, eligibility requirements, and placement options.
- Hear from former students about their internship experience.
- Receive information to self-enroll for the Fall 2025 pre-internship process canvas course.
- RSVP here: https://uwmadison.co1.qualtrics.com/survey-builder/SV_9ACT7AC9fsW7zw2/edit

Register for the Pre-Internship Canvas site:

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

March 14 to April 1- Research agencies using the following:

- Agency Listing for Fall 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. CJCP does not always have all available or up-to-date resources.
- Review 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.

SPRING BREAK: March 24th – March 28th

Tuesday, April 1, 10:00pm- Top Agency Choices & Small Group Meeting Survey Due 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 in this survey.

April 2 – April 9– Attend a Small Group Meeting

- Attend a small group meeting with an Instructor/ Advisor and fellow students 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 and school hours and some evening times.

Recommended: Prior to April 15- Utilize *SuccessWorks* resources for resume & cover letters

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

Tuesday, April 15, 10:00pm – Deadline to complete Update Quiz # 1: Materials Submission & Enrollment Preference

- ALL students must complete this quiz to continue with the pre-internship process!
 - Do you have a secured placement? Complete this quiz AND the secured placement quiz.
 - Are you only applying directly to agencies? Complete this quiz.
- If you would like to apply to up to (4) agencies that CJCP sends your materials to, you will complete the quiz and upload your resume and a cover letter for each agency in the quiz.
- Select which section of Legal Studies 694 you wish to enroll in. This 3-credit course is taken in conjunction with your internship. Students will be emailed once permissions are entered:
 - Tuesdays 12:30pm – 2:15pm
 - Wednesdays 11:00am – 12:45pm

***For agencies that we send application materials to, we will be reaching out to each agency to confirm that they are ready to accept materials.**

***Once student application materials are sent to agencies, we will inform students about next steps for each agency. Instructions could be:**

- reach out to the agency to request an interview;
- wait for the agency to contact you if they plan to offer you an interview; or
- the agency is unable to take interns at this time

Recommended: Utilize *SuccessWorks* resources for interview prep

- Complete Interviewing Tips & Tools Workshop in Canvas: [Link to Enroll](#)
- Meet with a [SuccessWorks](#) advisor.

April – August- Interview with Agencies

**Note: Some agencies will start conducting interviews soon after receiving students' materials; some agencies take a while before conducting interviews.*

- 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](mailto:cjcp@ssc.wisc.edu).
- At your interview, ask when you can expect a response and when you need to respond to an offer.
- 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.

Complete Secured Placement Quiz on Canvas as soon as you've accepted an offer!

- Congratulations! Complete the secured placement quiz in Canvas as soon as you accept.
- Discuss start and end date with supervisor
- Complete Agency Agreements via DocuSign
 - This will be sent out by CJCP and it will come your way via email.

Tuesday, May 6, 10:00pm- Deadline to complete Update #2 Quiz in Canvas

- 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.

Tuesday, May 27, 10:00pm- Deadline to complete Update #3 Quiz in Canvas

Tuesday, June 17, 10:00pm- Deadline to complete Update #4 Quiz in Canvas

Tuesday, July 8, 10:00pm- Deadline to complete Update #5 Quiz in Canvas

Tuesday, July 29, 10:00pm- Deadline to complete Update #6 Quiz in Canvas

Tuesday, August 19, 10:00pm- Deadline to complete Update #7 Quiz in Canvas

Early September- Begin Internships

- You are required to intern between 8 and 15 hours a week and this should be coordinated with your supervisor.
- Remember that the signed Agreement Form must be completed prior to the start of your internship!

Email cjcp@ssc.wisc.edu regarding internship questions, process and submissions