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| pclogok | Criminal Justice DepartmentInternship Confirmation Form |

 Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Bear Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student UNC Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_@bears.unco.edu

The above named student is a Criminal Justice major or minor at the University of Northern Colorado. She/he has accumulated at least 60 credit hours and is therefore in her/his junior or senior year. Please verify your agency’s acceptance of the student as an intern by completing the AGENCY SECTION of this form.

For successful completion of the Internship, the **student is required** to:

* Submit this Confirmation Form to the Internship Coordinator before the 1st day of classes for the semester.
* Complete 50 hours of agency contact for each credit hour enrolled (e.g., for 3 credits the student must complete 150 work hours at the agency). The student can enroll for 3, 4, 5, or 6 credit hours.
* The student must log the completed work hours each week on the Internship Hours Log and provide a brief explanation of the duties/activities with the agency during the week. This will be done on the class Blackboard site. The agency may also require the student to complete an additional log of hours.
* At the conclusion of the Internship, the student must submit a 2-4 page report that provides an overview of the internship experience, indicates the similarities and differences between the internship experience and material from relevant criminal justice courses learned, and how this experience has influenced the student’s career goals.
* The student must receive a satisfactory final evaluation from the Field Supervisor.

**Agency Field/Site Supervisor Responsibilities:**

* Each week the Field/Site Supervisor must approve the completed work hours on the student’s Internship Hours Log
* During the semester the Field Supervisor may be contacted and asked to provide feedback regarding the student’s progress thus far. Obviously, the Field Supervisor is welcome to contact the Internship Coordinator any time during the semester if questions or problems arise.
* Near the end of the term, the Field/Site Supervisor will be asked to complete a one-page evaluation form that will be used to determine whether the student completed the internship in a satisfactory manner. The Field/Site Supervisor will also be asked to sign the form as verification that the student completed the required number of work hours.

**AGENCY SECTION**

The above named student has been accepted by this agency as an intern for the Fall/Spring/Summer (Please circle one) semester 20\_\_\_\_. The student is scheduled to complete \_\_\_\_\_\_ work hours at the agency.

 Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

 Supervisor’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fax this form to 970-351-1527, **OR** scan it and attach it to an email sent to Meagan.burkholder@unco.edu

**OR** mail it to: Meagan Burkholder Criminal Justice Department, CB 147

 501 20th Street

 Greeley, CO 80639