**UNC Criminology & Criminal Justice Department**

**Internship Packet (CRJ 492)**

This packet contains information and forms needed for enrollment in CRJ 492 Internship at the University of Northern Colorado. This information is also available on the Criminal Justice Department website, which may be accessed at <http://www.unco.edu/hss/criminology-criminal-justice/current-students/internships.aspx>

1. **Enrollment and Course Requirements** – This document contains the internship course description, information about prerequisites, enrollment information, and course requirements.
2. **Internship Application** **Form –** Internship applicant must complete and submit this form prior to admission to the internship class.
3. **Internship Confirmation Form–** Internship applicant must complete the top part:
4. Student name;
5. Bear number; and
6. Bearmail address

Student must then take the form to the Internship Site Supervisor for completion of the bottom part of the form. This includes the following:

1. Semester that the internship is to take place;
2. Number of contact hours to be completed by the student intern;
3. Agency name and contact information;
4. Agency Site Supervisor’s name and contact information; and
5. Site Supervisor’s signature and date.

**This form must be received during the registration process before you can enroll in the Internship class. No late registrations will be granted.**

1. **Internship Hours Log** – Once accepted as an intern, this form must be completed and approved weekly. It shall be submitted at the end of the semester to the Internship Coordinator.
2. **Internship Final Evaluation** – This form must be completed by the site supervisor and submitted at the completion of the semester to the Internship Coordinator.

**All forms must be submitted in the following manner:**

1. By mail at Criminology & Criminal Justice Department, University of Northern Colorado, 501 20th Street, Greeley, CO 80639; **or**
2. By scanning and attaching to an email to Meagan Burkholder, CRJ Internship Coordinator, at Meagan.burkholder@unco.edu , **or** drop it off in Candelaria 2249C
3. By faxing to 970-351-1527.