

**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:
  - a) Student name;
  - b) Bear number; and
  - c) 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:

- a) Semester that the internship is to take place;
- b) Number of contact hours to be completed by the student intern;
- c) Agency name and contact information;
- d) Agency Site Supervisor's name and contact information; and
- e) 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.**

4. **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.
5. **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:**

- a) By mail at Criminology & Criminal Justice Department, University of Northern Colorado, 501 20<sup>th</sup> Street, Greeley, CO 80639; **or**
- b) By scanning and attaching to an email to Victoria Terranova, CRJ Internship Coordinator, at [victoria.terranova@unco.edu](mailto:victoria.terranova@unco.edu) , **or** drop it off in Candelaria 2075f.



## Criminal Justice Department Internship Application Form

Please complete this form to apply for the CRJ 492 Internship course. Complete and submit it as soon as you have decided to do an internship and have narrowed your choices to three or fewer agencies. Completion of this form allows the department to plan accordingly each semester.

After you complete this form, you must submit it to Dr. Victoria Terranova in the CRJ Office (CAND 2075f), or scan it and attach it to an email sent to [victoria.terranova@unco.edu](mailto:victoria.terranova@unco.edu)

There are 3 prerequisites to enrolling for CRJ 492. Put a check mark by each one that you meet. If one or more is unchecked, please wait to take the Internship Course until you can check all three.

**I certify the following:**

- ☐ I am a CRJ major or minor at the University of Northern Colorado,
- ☐ I have completed CRJ 110 with a minimum grade of "C" or better (C- is not acceptable), and
- ☐ I will have Junior or Senior standing (i.e., at least 60 credit hours) when my internship begins.

Name: \_\_\_\_\_ Bear Number: \_\_\_\_\_

UNC Email: \_\_\_\_\_@bears.unco.edu Phone Number: \_\_\_\_\_

Semester in which you plan to do the internship (indicate year and check the appropriate semester):

Year \_\_\_\_\_

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Indicate **at least one, but no more than three**, agencies that you are considering for the internship

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

Agency Address: \_\_\_\_\_

Name of person contacted: \_\_\_\_\_

Phone Number & Email address: \_\_\_\_\_

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

Agency Address: \_\_\_\_\_

Name of person contacted: \_\_\_\_\_

Phone Number & Email address: \_\_\_\_\_

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

Agency Address: \_\_\_\_\_

Name of person contacted: \_\_\_\_\_

Phone Number & Email address: \_\_\_\_\_

-----See the reverse side for the internship terms and to provide your acceptance of those terms-----

## Internship terms and indication of acceptance

I understand that CRJ 492 is graded on a Satisfactory/Unsatisfactory basis. Receiving an Unsatisfactory grade would result from one or more of the following:

1. Failure to complete the required number of work/contact hours at the agency.
2. Failure to provide weekly documentation of work/contact hours with an indication of duties/activities for the week. This documentation will be posted on an Internship Hours Log and on a Blackboard Discussion Board or weekly blog.
3. Failure to keep the UNC Internship Coordinator advised of any changes in agency Field/Site Supervisor and supervisor's contact information.
4. Failure to submit a well-written final report of the internship experience.
5. Failure to receive an acceptable final evaluation from the agency.
6. Violation of professional ethics.

I understand and accept the terms of my internship.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this form to Dr. Victoria Terranova, Internship Coordinator, Candelaria Hall, Room 2075f or scan it and attach it to an email and send it to [victoria.terranova@unco.edu](mailto:victoria.terranova@unco.edu)

**NOTE:** If you do not take the internship class during the semester and year indicated on the first page, you must complete, sign, and submit a new version of this internship application form showing the new semester and year you plan to take the class.

### OFFICE USE ONLY:

Student enrolled in CRJ 492 during \_\_\_\_\_ semester 20\_\_\_\_

Student assigned to CRJ 492 section taught by Professor \_\_\_\_\_

Agency assignment: \_\_\_\_\_

Field supervisor: \_\_\_\_\_

Attach this form to the Internship Confirmation Form



## Criminal Justice Department Internship 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 1<sup>st</sup> 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 scan it and attach it to an email sent to [victoria.terranova@unco.edu](mailto:victoria.terranova@unco.edu)

**OR** mail it to: Victoria Terranova      Criminal Justice Department, CB 147  
501 20<sup>th</sup> Street  
Greeley, CO 80639

**CRJ 492 INTERNSHIP EVALUATION**  
**University of Northern Colorado**

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

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

(Please attach business card if submitted by mail.)

Field/Site Supervisor: \_\_\_\_\_

**EVALUATION:**

x = Does not Apply      0 = Unsatisfactory      1 = Fair      2 = Good      3=Excellent

Please mark the number that best describes your rating of the student's performance in this area and return by email or snail mail. If returned electronically, please mark the correct rating in any matter you choose (circling, making the rating in bold font, or eliminating those that do not apply, etc).

1. Punctuality	x	0	1	2	3
2. Appearance	x	0	1	2	3
3. Organization	x	0	1	2	3
4. Openness to various points of view	x	0	1	2	3
5. Ability to work with staff	x	0	1	2	3
6. Ability to work with clients/public	x	0	1	2	3
7. Attitude toward job duties	x	0	1	2	3
8. Ability to accept criticism	x	0	1	2	3
9. Performance of assigned duties	x	0	1	2	3
10. My overall rating for this student intern is:	x	0	1	2	3

How many contact hours did this student fulfill? \_\_\_\_\_.

Did this student fulfill the requirement of the minimum contact hours? (50 hours per credit hour)

All contact hours must be under the agency's supervision for this academic term.

Yes \_\_\_\_\_

No \_\_\_\_\_

If "No," please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please provide any additional comments you would like to make on a separate sheet or on the back of this form. THANK YOU!

Field/Site Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Please scan the form and email it as an attachment to [victoria.terranova@unco.edu](mailto:victoria.terranova@unco.edu)

**OR** return the form in the mail to:

Victoria Terranova  
Criminology & Criminal Justice Department, CB 147  
501 20<sup>th</sup> Street  
Greeley, CO 80639