

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 <https://www.unco.edu/hss/criminology-criminal-justice/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 in the internship course.
3. **Internship Application Form** – Internship applicant must complete the top section:
 - a. Student name;
 - b. Bear number;
 - c. Bearmail address

Student must then take the form to the Internship Site Supervisor for completion of the bottom part of the form. This should include 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.

NOTE: This form **MUST** be received during the registration process before you can be enrolled in the Internship course. 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 one of the following manners:

- a) By mail to UNC Criminology & Criminal Justice Department, 501 20th Street, Campus Box 147, Greeley, CO 80639; or
- b) By scanning and attaching to an email to Victoria Terranova, CRJ Internship Coordinator, at Victoria.terranova@unco.edu, or drop it off to Candelaria Hall 2075F.



INTERNSHIP APPLICATION FORM

Please complete this form to apply for the CRJ 492 Internship course. 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 attach it to an email sent to her at 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 (enter your initials here):

_____ 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.

Student Name: _____ Bear Number: _____

UNC Bearmail: _____ 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 your 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 next page 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 should be tracked on the Internship Hours Log.
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 2075F or scan and email it to her email at Victoria.terranova@unco.edu.

NOTE: If you do not take the internship course 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 participate in the internship.

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

INTERNSHIP CONFIRMATION FORM

Student Name: _____

Student Bear Number: _____ Student Bearmail: _____

The above-named student is a Criminology & 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 completed on an Internship Hours Log.
- At the conclusion of the internship, the student must submit a 2-4 page report that provides an overview of their 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/Site 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 also 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 ____ semester of 20____. The student is scheduled to complete _____ work hours at the agency.

Agency Name: _____

Supervisor's Name: _____

Supervisor's Signature: _____

Supervisor's Email: _____

Please scan and attach this form to an email addressed to Victoria.terranova@unco.edu

OR mail it to: Victoria Terranova, Criminology & Criminal Justice Department
501 20th Street CB 147, Greeley, CO 80639

CRJ 492 INTERNSHIP EVALUATION
University of Northern Colorado

Student Name: _____

Agency Name: _____

(Please attach business card, if you are submitting this by mail)

Field/Site Supervisor Name: _____ Phone: _____

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:

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

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 here: _____

Field Supervisor's Signature: _____ Date: _____

Title: _____ Contact Info: _____

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OR mail it to: Victoria Terranova, Criminology & Criminal Justice Department
501 20th Street CB 147, Greeley, CO 80639

University of Northern Colorado
Department of Criminology & Criminal Justice
Internship Hours Log

Student Name		Agency		Credit Hours	
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Complete the weekly log and have Field/Site Supervisor initial it each week.

	Date Range	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Weekly Total	Site Supervisor's Initials
Week 1										
Week 2										
Week 3										
Week 4										
Week 5										
Week 6										
Week 7										
Week 8										
Week 9										
Week 10										
Week 11										
Week 12										
Week 13										
Week 14										
Week 15										
Grand Total Hours										

At the completion of the internship please fill out the following:

Print Name of Field/Site Supervisor

Title

Signature of Field/Site Supervisor

Date

Print Name of Field/Site Supervisor (If additional site supervisors are required)

Title

Signature of Field/Site Supervisor

Date

Print Name of Field/Site Supervisor (If additional site supervisors are required)

Title

Signature of Field/Site Supervisor

Date

I certify that the above logged hours are true and accurate.

Student/Intern Signature

Date

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501 20th Street CB 147, Greeley, CO 80639