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| pclogok | 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 Meagan Burkholder in the CRJ Office (CAND 2249C), or fax it to 970-351-1527, or scan it and attach it to an email sent to [meagan.burkholder@unco.edu](mailto:meagan.burkholder@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 Meagan Burkholder, Internship Coordinator, Candelaria Hall, Room 2249 or fax it to 970-351-1527, or scan it and attach it to an email and send it to [Meagan.burkholder@unco.edu](mailto:Meagan.burkholder@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.

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| 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 |