

Introduction to TCRIM 498

2024-2025

CRIMINAL JUSTICE INTERNSHIP INFORMATION PAGE

<https://www.tacoma.uw.edu/sswcj/criminal-justice-internship>

Dr. Barb Toews, btoews@uw.edu

TCRIM 498

Internship



Course description and objectives

Course counts as a core elective

This course is designed for students to engage in experiential learning through an internship. Students will apply academic knowledge to develop further professional competencies critical to a successful career within the criminal justice field.

OBJECTIVES

Upon completion of the course, the successful student will be able to:

- ▶ Analyze the organizational structure and functions of the placement agency and the agencies' role within the criminal justice system.
- ▶ Develop work competencies applicable to a specific profession within the criminal justice system.
- ▶ Evaluate and integrate educational and professional goals within the criminal justice system.
- ▶ Gain exposure and a greater understanding of the application of theory and best practices within the context of the criminal justice system.

Course logistics

- ▶ Fall, winter, or spring
 - ▶ Summer, if at least 10 people enroll in the class
- ▶ 5 credits/each quarter
- ▶ 10 hours/week for the 10 weeks of the quarter
- ▶ Course work in addition to work hours
 - Final paper or presentation
 - Resume
 - Gatherings (half in-person/zoom and half discussion boards)
- ▶ Time sheets and supervisor evaluation

Requirements to enroll

- ▶ CJ major
- ▶ Seniors and Juniors
 - Online cohort students are eligible
- ▶ Overall 2.0 GPA (must submit unofficial transcripts)
- ▶ Pre-requisite class with 2.0, one (1) of the following:
 - Helping Skills (371)
 - Mental Health, Substance Abuse, and the Criminal Justice System (361)
 - Facing Harm: Victim offender dialogue in practice (365)

Paid or not paid?

- Depends on organization and agreement you make with them
 - Unpaid is most common
 - Whether you are paid or not has no bearing on your enrollment in TCRIM 498
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- Your current job can serve as an internship site under certain circumstances and with certain conditions
 - Discuss with Barb before applying

10 hours/10 weeks during quarter

- For course credit, all hours must be done during the enrolled quarter
- Assignments have you engaging with the internship as you do it

- 10 hours/10 weeks may be too short for some organizations
- You are welcome to have a longer internship and only count the 10 hours/10 weeks during the enrolled quarter for credit

Application process

Application overview

1. Meet with Barb
 - Submit unofficial transcripts
 - Ask faculty person to be a reference
2. Research organizations and decide on 3 possible sites
 - Barb makes first contact and approves
 - Student then follows up
3. Secure internship
4. Complete learning agreement with site supervisor and send to Barb
5. Receive add code to enroll in the course

1: Get more information

2-3 months before anticipated internship quarter

- ▶ Meet with Barb (email to arrange, btoews@uw.edu)
 - Discuss what you are hoping to achieve in an internship
 - Professional interests (e.g., work with those who have committed crimes, victims, children)
 - Review the application process
- ▶ Send Barb:
 - Unofficial transcript
 - Name of the faculty who agreed to be your reference

2: Research potential internship sites

1-2 months before anticipated internship quarter

▶ UWT Career Services and Education

- Appointments and drop-in help
- Workshops
- Handshake
- DIY resources
- Career/internship fairs
- Resume and interviewing help

▶ **SSWCJ resources**

- CJ student listserv announcements
- [CJ internship page](#) (being updated)
- Barb's connections/resources
- Guest speakers in classes
- ▶ [Internship database](#) for Law, Societies, and Justice (UW Seattle)
- ▶ Your own web research exploring organizations that interest you
- ▶ Connections through family and friends

3: Secure an internship

1-2 months before anticipated internship quarter

Student's responsibilities

- ▶ Give Barb the names/links of 3 organizations of interest
- ▶ Contact the agency after getting approval from Barb
- ▶ Finalize your resume
- ▶ Work with the organization to secure the internship
- ▶ Complete learning agreement with future supervisor

Barb responsibilities

- ▶ Approve potential internship sites
- ▶ Make first contact with the agency
 - Inquire about internship opportunities
 - Introduce the CJ internship program and expectations
- ▶ Give student the name/contact information so they can follow-up

4: Apply for class

2-3 weeks before anticipated internship quarter

- ▶ Submit signed learning agreement (completed with host organization)
- ▶ Get add code for class
 - No add code until application materials are submitted and approved!

Timeline for internships in Winter 2025

- ▶ **By mid October** - Meet with Barb to discuss your interests
- ▶ **By late October** – Student:
 - Researches potential organizations and send Barb 3 organizations of interest
 - Asks a faculty person to be a reference and tells Barb who
 - Submits your unofficial transcripts
- ▶ **By early November**
 - Barb communicates with and approves potential sites
 - Student follows up with approved sites
- ▶ **By late November**
 - Internship secured
 - Barb sends out confirmatory email to student and organization, with learning agreement attached
- ▶ **By Friday, December 13**
 - ▶ Completed and signed Learning Agreement is returned to Barb
 - ▶ Student receives add code for TCRIM 498

Timelines for Spring/Summer '25 internships

Will be posted on the CJ
Internship webpage shortly

