

# INTRODUCTION TO TCRIM 498 2024-2025



**Criminal justice Internship Information page**

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

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## 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**

**Winter, spring, and summer**

- Summer, only if at least 10 people enroll in the class
- Not offered fall 2025

**5 credits**

**10 hours/week for 10 weeks**

- All hours completed during quarter

**Course work in addition to work hours**

- Weekly gatherings (half discussion board, half zoom)
- Final paper or presentation
- Resume

**Time sheets**

**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

- Your current job can serve as an internship site under certain circumstances and with certain conditions
- Discuss with Barb before applying



## 10 hours/week for the full 10-week quarter

Total = 100 hours

All work hours must be completed during enrolled quarter

- Engage with experiences in academic assignments

### **Minimum = 12 hours of work/week**

10 hours: Internship work

2 hours: Academic work (approximately)

**Plan accordingly with other classes and  
your personal life!**

#### NOTE:

- 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**

START ONE QUARTER IN ADVANCE!

# APPLICATION OVERVIEW

1

Get information  
about and apply for  
TCRIM 498

2

Research and  
submit possible  
internship sites

3

Secure internship

4

Complete Learning  
Agreement with  
site supervisor

5

Receive add code  
to enroll in 498



# I: GET INFORMATION ABOUT AND APPLY FOR TCRIM 498

**2-3 months before anticipated internship quarter**

- Review prerequisites and application material on the [CJ Internship webpage](#)
- Attend an internship orientation session hosted by Barb
- Consider what your professional interests are and begin to research possible internship sites
- Meet with Barb to discuss your professional interests and ideas for internship sites
- Submit unofficial transcripts and resume to Barb
- Ask a CJ/SW faculty person to be a reference and tell Barb who has agreed (she will send out the reference form)

## 2: RESEARCH AND SUBMIT POSSIBLE INTERNSHIP SITES

I-2 months before anticipated internship quarter

- Research potential organizations and/or internship position
- Send Barb at least 3 organizations/positions
- Finalize resume, with the help of [UWT Career Development and Education](#), as needed
  - Appointments and drop-in help
  - Workshops
  - DIY resources

# FINDING INTERNSHIPS

## **UWT Career Services and Education**

- Career/internship fairs
- Workshops related to internships

## **Internship/job sites**

- [Handshake](#)
- [Indeed.com](#)
- [Idealist.com](#)
- [Pierce County government jobs](#)
- [City of Tacoma job opportunities](#)
- [Governmentjobs.com](#)

## **SSWCJ resources**

- CJ student listserv announcements
- [CJ internship page](#)
- Barb's connections/resources
- Guest speakers in classes

[Internship database](#) for LSJ students (UWS)

**Web research** around your interests

**Connections** through your family and friends

## **3: SECURE AN INTERNSHIP**

**1-2 months before anticipated internship quarter**

After Barb contacts your agencies of interest and/or approves the internship position, you:

- Follow up with approved sites to talk about the internship possibilities and/or apply to the internship position (sending your resume when you do)
- Secure the internship
- Send Barb the name and contact information for the person who will be your supervisor (she will send a confirmatory email with Learning Agreement attached)

## **4: COMPLETE LEARNING AGREEMENT WITH SITE SUPERVISOR**

**1 month before anticipated internship quarter**

Meet with your future supervisor to complete the Learning Agreement together and return to Barb

## **5: RECEIVE ADD CODE AND ENROLL IN 498**

**2-3 weeks before anticipated internship quarter\***

After all application materials and the Learning Agreement are submitted, receive add code from Barb and register for TCRIM 498.

*\*NOTE – TCRIM 498 IN SUMMER*

If fewer than 10 students are enrolled in TCRIM 498 by the end of the summer Registration Period I, the course will be cancelled. Students may proceed with their secured internships but will not be able to receive course credit.

# SPRING DUE BY DATES

1

Get information  
about and apply for  
TCRIM 498

January 31  
Week 4

2

Research and  
submit possible  
internship sites

February 7  
Week 5

3

Secure internship

February 28  
Week 8

4

Complete Learning  
Agreement with  
site supervisor

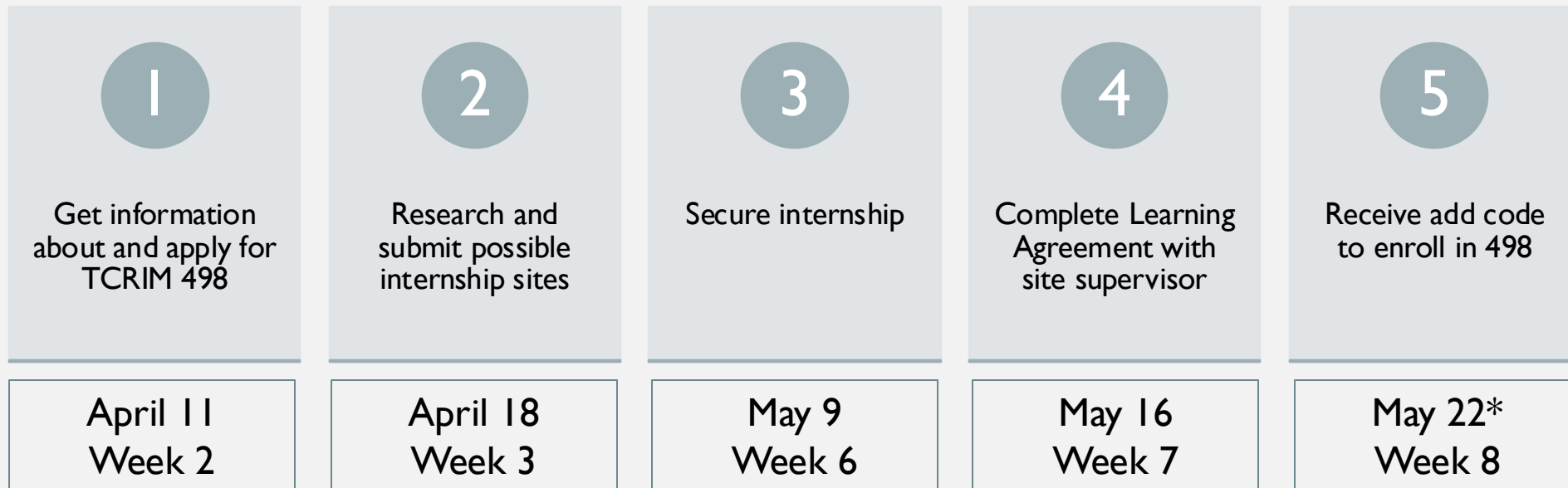
March 7  
Week 9

5

Receive add code  
to enroll in 498

March 14  
Week 10

# SUMMER DUE BY DATES\*



\*If fewer than 10 students are enrolled in TCRIM 498 by Thursday, May 22, 2025, the course will be cancelled. Students may proceed with their secured internships but will not be able to receive course credit.



FALL 2025

TCRIM 498 will **NOT** be offered in Fall 2025

During the fall, students will apply for TCRIM 498 and secure internships for winter and spring, 2026.

Students may do internships in the fall but will not be able to receive course credit.