

**SUMMER 2010**  
**CRIMINAL JUSTICE FIELD**  
**OBSERVATION**  
**STUDENT HANDBOOK**

**LEGAL ST/SOCIOLOGY 694**  
**&**  
**SOCIAL WORK 663**

# **Criminal Justice Field Observation**

## **STUDENT HANDBOOK FOR**

**LEGAL STUDIES/SOCIOLOGY 694 & SOCIAL WORK 663**

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# TIMETABLE 2009-2010

## LS/SOC 694 & SW 663 - CRIMINAL JUSTICE FIELD OBSERVATION

**NOTE:** The following is an important list of events and activities leading to the summer field observation in Criminal Justice. You are responsible for keeping track of the times/dates of the meetings and assignment deadlines. Missed meetings and late assignments will jeopardize your opportunity to do an internship. This timetable will cover then entire process leading up to you placement this summer.

All meetings will take place in Sewell Social Sciences Building, room 8471. The Social Sciences Building has two 8<sup>th</sup> floors. To access room 8417, you must take the center corridor to the back of the building and they proceed up to the 8<sup>th</sup> floor. The room is not on the same side of the building as is the Criminal Justice Certificate Program office. Room 8417 is wheelchair accessible. If you have a disability and require accommodation, please contact the advisor in advance of the meetings.



### DATE, TIME, LOCATION    MEETINGS, TASKS, SEMINARS

**Wednesday, October 21**  
6:00 to 7:00 PM

#### **FIRST ORIENTATION MEETING.**

It is helpful to review this Handbook in preparation for the meeting. Attend either session. **Room 8417** Social Science Building

**Thursday, October 22**  
2:30 to 3:30 PM

#### **FIRST ORIENTATION MEETING REPEATED.**

**Room 8417** Social Science Building

**October 21- November 2**

#### **STUDENTS READ AGENCY INFORMATION & FILL OUT APPLICATION.**

Research internship sites; review past student evaluations of the sites (info outside Rm. 8139), access websites, look through information in the appendix. Complete Internship Applications and sign up for an interview with Criminal Justice Advisor; the schedule is posted on the door of Criminal Justice Office, **Room 8139**

**Tuesday, November 3**  
Due no later than 12:00 PM

#### **LAST DAY TO TURN IN APPLICATIONS AND SIGN UP FOR INTERVIEW.**

Sign up sheet is posted on the door, **Room 8139**. All changes must be made in person.

**November 4- December 4**

#### **STUDENT INTERVIEWS** with the advisor

Sign up on schedule posted outside **Room 8139**.

**Monday, December 7**

#### **FINAL DATE FOR TURNING IN RESUMES.**

Hand in resumes to **Room 8139**. Submit FOUR copies.

### 2010

**Thursday, January 28**  
5:30-6:30 PM

#### **SECOND ORIENTATION MEETING**

Interviews with agencies will be discussed and assignments will be handed out. Attend either session. **Room 8417** Social Science Building

**Friday, January 29**  
12:30-1:30 PM

#### **SECOND ORIENTATION MEETING REPEATED.**

**Room 8417** Social Science Building

## TIMETABLE 2009-2010 CONTINUED

### DATE, TIME, LOCATION

### MEETINGS, TASKS, SEMINARS

**February 1- March 19**

Students initiate **CONTACT WITH AGENCIES/ATTEND INTERVIEWS**. Students begin phoning agency representatives to set-up times to interview based on assignments handed out at second orientation meeting.

**Friday, March 19**

All **INTERVIEWS COMPLETED** except in the case of circumstances beyond student's control. Such cases should be reported to the advisor.

**Wednesday, March 24**

All **STUDENT/AGENCY AGREEMENT FORMS** due. Return them to the Criminal Justice Office, **Room 8139**. Students **will not be permitted** to begin internships prior to the submission of a **COMPLETED** agreement form.

**March 27- April 4**

**SPRING BREAK!**

**Thursday, April 22**  
5:30 to 6:30 P.M.

**THIRD ORIENTATION MEETING.**  
Course goals, assignments and seminar content will be covered. Attend either session. **Room 8417** Social Science Building

**Friday, April 23**  
12:30 to 1:30 PM

**THIRD ORIENTATION MEETING REPEATED.**  
**Room 8417** Social Science Building

**May 15-16**

**EXAM PERIOD ENDS. COMMENCEMENT WEEKEND**

**May 17 - May 31/June 1**

Students must **BEGIN INTERNSHIPS** any time between these dates. Students are in placement 300 hours including the seminars on campus.

### SUMMER SEMINAR DATES

**Wednesday, June 23**

**SEMINAR I - GROUP I:** Room 8417 Social Science

**Thursday, June 24**

**SEMINAR I - GROUP II:** Room 8417 Social Science

**Wednesday, July 28**

**SEMINAR II - GROUP I:** Room 8417 Social Science

**Thursday, July 29**

**SEMINAR II - GROUP II:** Room 8417 Social Science

**Friday, August 6**

All **AGENCY EVALUATIONS** of students must be submitted to the **Criminal Justice Office**.

**Friday, August 6**

**SUMMER SESSION ENDS**

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# SECTION I: ABOUT THE FIELD OBSERVATION

## A. Course Goals and Objectives

The goals for the Criminal Justice Field Observation, Sociology 694/Social Work 663:

- To introduce students to diverse criminal justice and crime victim populations and increase their understanding of client issues and needs;
- To promote a better understanding of one agency related to criminal or juvenile justice and examine its role in the system;
- To facilitate a better understanding of the overall justice system.
- To increase understanding of professionalism and cultural competence.

The course strives to achieve these goals by placing students in criminal and juvenile justice settings for 300 hours of supervised observation and participation (30 hours a week for 10 weeks). Interns are supported by criminal justice staff from the University who, along with agency representatives, work to develop meaningful educational experiences for each field observation student. In addition, students must attend two on-campus seminars designed to assist students in sharing observations, process experiences and receiving feedback. Staff and outside speakers may contribute additional information.

## B. PROGRAM POLICIES

The following policies guide the field observation application, screening and placement process.

### 1. Eligibility Requirements

Three requirements must be met to be eligible for the field observation.

#### a. Enrollment and Progress in the Certificate Program

You must be enrolled in the Criminal Justice Certificate Program and be making satisfactory progress toward completion of the Certificate. This means you have received a grade of "C" or better in all criminal justice courses taken and you are not on probation by January 1 of the year you plan to do the internship. You also must be completing the course work on a schedule which will allow you to graduate with the Certificate.

#### b. Degree Credits and Prerequisite Courses

You must have attained senior standing (86 credits) before entering the field. You may earn this status at the close of the spring semester just prior to the placement. No waiver of this requirement will be granted. You must also have completed three prerequisite courses:

- ✓ Group 1: Sociology 131- Criminal Justice in America
- ✓ Group 2: Sociology 441- Criminology (or other approved course)
- ✓ Group 3: Soc Work 453- AODA

Counseling Psychology 650 is highly recommended.

### **c. Application Deadlines, Staff Interview, Preparatory Meetings**

To maintain your eligibility for the internship you must meet all application deadlines and attend the three orientation sessions held during the school year. Please refer to the timetable located prior to the Table of Contents for a time line and description of activities. Final approval for participation in the field observation is given by the Criminal Justice staff

#### **2. Right to Refuse an Applicant**

The success of the criminal justice internship program depends largely on the willingness of agency staff to volunteer their time and expertise to supervise students and provide a high quality educational experience. The program cannot risk jeopardizing relationships with supervising agencies by sending ill-prepared students to assume professional responsibilities as this may pose extra demands on busy staff. Similarly, the program is committed to clients of the system and this dictates that precautions are taken so that only those ready for field work be allowed to enter. Note: Agencies may require students to complete a criminal history background check.

Faculty and staff of the Criminal Justice Field Observation reserve the right to refuse any student who appears ill-prepared to assume professional commitments and responsibilities. The program expects all students to have a basic understanding of the criminal or juvenile justice system; demonstrate responsibility by meeting all pre-placement commitments; and show maturity by understanding their personal strengths and limitations. Additionally, students need to have attained a level of confidence and an ability to communicate.

If a student fails to demonstrate these qualities, a coordinator may ask him/her to participate in a special interview to discuss any concerns and determine the appropriateness of participating in the internship program.

#### **3. Selection Process**

On the application form, you are required to list four agencies you would most like to intern with over the summer. In February, you will be sent to interview with one or two agencies. Due to the number of students interested in the internship course, we cannot guarantee you will be sent to interview with your top choices; however, every effort is made to make that happen.

The agencies determine the number of students they will interview and accept for placement. They also make all decisions regarding who is offered a placement. You may accept or reject a placement on the basis of your agency interview.

#### **4. New Placements**

Over the past several years the criminal justice program has cultivated relationships with criminal and juvenile justice agencies throughout Wisconsin for the purposes of establishing educational internships. Most students will be able to be served within this existing network of agencies. However, staff is willing to consider helping a student develop an alternative arrangement in a limited number of circumstances.

Creating a new placement is a joint effort between the student and staff. The first step is to consult staff regarding this possibility. Then, your search for a new placement may begin. You will be responsible for initially contacting the new placement to determine the possibility of a 300-hour summer internship placement. You will need to supply staff with the name of the agency, appropriate contact person, address, phone number, and documentation about the agency and the experience you are likely to receive. Each new placement will be evaluated on the following criteria: types and variety of responsibilities afforded; level and frequency of interaction with clients; quality of supervision; and the frequency of opportunities to interact with other agencies in the system. Ability to incorporate the traveling distance into the staff site visit schedule will also be taken into consideration. Staff will make the final determination.

## **5. Financial Reimbursement**

Unfortunately, there is little possibility of receiving reimbursement for your field internship. This is not a program policy, but rather a reality of working in criminal justice agencies today. Rarely, agencies are able to match work-study grants if you are eligible for financial aid and a few may provide a small stipend for the summer; most are unable to offer any compensation. You may ask at the interview about any reimbursement. In recent summers, none of the agencies were able to provide assistance.

The program does not coordinate work-study grants. These are federal grants administered by the Office of Student Financial Services (333 East Campus Mall, Room 9701). Students must apply for funds by filling out a form at that office. You will be required to provide proof of financial need. The application deadline is usually March 1 of any given year.

## **C. FACULTY AND STAFF**

Professor Howard Erlanger serves as faculty to the Criminal Justice Field Observation and oversees Program development and policies.

Carolyn Lesch is the primary staff and Lecturer for this course. In this role, she facilitates the application process, provides orientations for students on the expectations of the field, and once in placement, she works with students to design and maintain a meaningful field experience. She is also responsible for screening criminal justice agencies and working with agency staff to negotiate internship agreements prior to a student's arrival. Throughout the semester, she works to address any concerns presented by students or agencies and is responsible for final grading.

Other individuals from the professional community join faculty and staff during the summer to provide site evaluations, field instruction, and grading for these activities.

## **D. VOLUNTEER WORK**

Volunteer experience in a criminal or a juvenile justice agency is not a prerequisite for enrollment. However, it is extremely helpful, and recommended if possible. Volunteering will help you by exposing you to different client populations and legal terminology. It will increase your understanding of the demands of a professional setting and help you begin to determine your goals for the internship. If volunteering is a possibility for you, consider it strongly. The Advisor is available to consult on the issue.

# SECTION II: APPLYING FOR THE FIELD OBSERVATION

## A. THE APPLICATION PROCEDURE AND SCHEDULE

Preparing for the Internship is a process that takes place over the two semesters prior to entering the field. Your full participation is necessary for optimal placement preparation. Preparation begins in October with the first orientation meeting and culminates in April with a final meeting before entering the field. The following section briefly describes each step along the way. For a summary of the schedule and specific dates, see the Timetable located at the beginning of this handbook.

1. First Field Observation Orientation Meeting: An Overview of LS/SOC 694/SW 663

The October meeting orients students to the application process, course details, eligibility requirements, and placement options. Attendance is mandatory.

2. Application Form

All students are required to fill out the Application for Criminal Justice Field Observation located in Appendix A. Your responses will help you begin thinking through the internship experience and will assist us in matching you to an appropriate agency.

3. Review Agency Materials

The application form asks you to list four agencies where you would like to do your field observation. Responding to this question will take some research. The following information will help.

First, carefully look over the list of agencies in Appendix B of this document, Criminal Justice Field Observation Agencies. Review the websites of the agencies.

Second, review agency evaluations from past students available outside room 8139, Social Science. This information is found in the blue binders entitled, "Soc 694 Past Student Field Placement Evaluations." The index is located in the front of each binder. Binders may not be removed from the area outside the CJCP office.

Third, conduct your own internet search of possible agencies. The Program does not always have all available or up to date resources.

Finally, review your choices with the Program Advisor during individual interviews with the program staff.

4. Interviews with Program Staff

Each student must interview with criminal justice staff. The 30 minute interviews give staff an opportunity to meet with each student individually and to discuss the student's goals for the internship. The information will assist staff in making sound placement decisions. Students may schedule an interview with either staff member by signing up on the schedule posted outside of room 8139. See the Timetable for specific dates.

## 5. Resume

You must submit four copies of your resume (see the timetable for the due date). Your resume will then be sent, in advance of your arrival, to the agency(s) where you will interview. You do not need to need to pay to have your resume done professionally. Resumes done on a computer are perfectly acceptable. Remember to include your; volunteer, non paid experience, extracurricular experience and employment, even if not related to Criminal Justice.

When creating your list of references, it is best to include the names of individuals who are or were your supervisors. You may list contacts from extracurricular activities, especially if you held or currently hold a position of responsibility with an organization.

You do not need to submit a cover letter unless specifically instructed to do so by the Placement or Certificate advisor.

If you choose to include an objective statement, it needs to be general to all of the placements you are considering. Resumes will not be sorted by objective statements for individual agencies.

A number of valuable resources are available on campus, including relevant workshops offered by:

Career Services: <http://www.jssaa.wisc.edu/careers/>

The Writing Center: <http://www.wisc.edu/writing/>

Free sample and resume Templates are available from numerous on line websites.

## 6. Second Field Observation Orientation Meeting: Agency Interviews

The January field observation orientation meeting will cover topics such as: interviewing with agencies, common questions, time line for interviewing, accepting and declining placements, and agreement forms. At this meeting, you also will be given the contact information for the agency(s) where your resumes were sent.

## 7. Agency Interviews

Students contact the agency to negotiate a time to interview during the scheduled period (refer to the Timetable). Typically the interviews will last between 20-60 minutes. Students should be prepared to answer questions about their goals for the internship, ask questions about their future assignments in the agency, scheduling, and other areas of concern. This is a time for agencies to screen out uninformed or uninterested students. It is also a time for students to select an agency they feel will contribute to a meaningful learning experience.

Prior to an interview, think through your goals and know what you are looking for in a placement. Arriving prepared will enable you to determine whether your goals could be realized in that agency. Also, you will be able to express yourself more clearly; this is always beneficial in an interview situation.

Similarly, it is wise to consider the tasks you may be asked to perform and to assess your strengths and weaknesses for the job. You may be asked about your qualifications and knowledge of the agency. Be sure to read all of the agency literature available. Arrive prepared to answer more questions than will likely be asked.

The interview is designed to help you and the agency collect valuable information. Although you will likely be nervous, appropriate preparation will decrease your anxiety. Competition for positions in some agencies does exist but this can serve to motivate you in preparing for a successful presentation. You stand to learn a lot about the professional job interview. Look at the experience as an opportunity.

8. Agency Selections Finalized

You will be notified of an agency's choice by the agency or the criminal justice staff. During the interview, you are encouraged to discuss how notification will take place. Unless otherwise directed, you are required to communicate your decision to decline or accept directly with the agency. This must be done in a timely manner; avoiding this responsibility directly affects other students and may jeopardize your continuation in the Program.

You may have the opportunity to decline an offer; refrain from making a decision until you have completed all of your scheduled interviews. This is legitimate, but you need to communicate this to the agency.

Once you have made a decision, you must inform all agencies--even those you will not be working with--and the Program staff. In the event you are not satisfied with any of the agencies you interviewed or you are not selected by any of the agencies, staff will assist you in setting up additional interviews.

9. Agreement Forms

Once you have secured a placement, you are responsible for filling out an agreement form and getting it signed by your agency contact person, usually your future supervisor. The Agreement Form is in Appendix C.

**Be sure to fill out the form completely and return it to room 8139 by the established deadline.**  
*Students will not be allowed to begin the internship prior to the submission of a completed agreement form.*

10. Third Field Observation Orientation Meeting: Learning Goals

The April field observation preparatory meeting covers professional protocol and expectations, courses goals, assignments, and summer seminar format. Course details will be reviewed and student questions will be addressed.

11. Course Registration

Registration for Soc 694/SW 663 proceeds like any other course. You may register for it once summer session registration opens.

## **SECTION III: TYPES OF FIELD OBSERVATION PLACEMENTS GENERAL DESCRIPTION**

Past students have interned in all components of the criminal and juvenile justice system: courts, law enforcement, corrections, treatment facilities, probation and parole, victim services, etc. They have worked all across Wisconsin in every type of program and office designed to serve clients in or affected by the justice system. This section contains a general description of the type of activities and work responsibilities you may expect in any type of agency. A more detailed description of individual agencies is found in Appendix B.

### **A. LAW ENFORCEMENT AGENCIES**

Activities in law enforcement departments vary from agency to agency. Some departments will expect you to spend time observing or participating in activities in all units; you will have to ask to do this in others.

Students placed with the Madison PD intern in a variety of units including the Department's neighborhood offices across the city. These positions require students to become familiar with the unique populations that reside within the neighborhood jurisdictions. You will carry out most assignments in the company of a neighborhood officer, such as walking the beat, talking with residents, serving warrants and subpoenas, assisting at arrests, attending local meetings. Perhaps the most exciting aspect of these positions is the opportunity to carry out a special project designed to address local problems. Such an opportunity allows students to observe crime prevention in action and exposes them to problem-oriented policing, an innovative model of policing under experimentation by the MPD.

Students placed with law enforcement departments also get a traditional policing experience. Typically, they are placed in one unit of the department for the duration of their internship and are allowed to visit other units as time permits. The breadth of experience depends on the student's personal interests and initiative. Interns in law enforcement settings are asked as a part of course requirements to carry out a short-term project for the supervising agencies. Projects in the past have involved report writing, collecting original data, representing the department at outside meetings, coordinating a summer program for kids. If you plan to do a law enforcement internship, think about the types of projects that interest you and discuss them during your initial agency interview.

### **B. COURTS**

Public defenders' and district attorneys' offices are the most common settings for court-related placements. From these offices you will see parts of the judicial process in action. Your contacts will be with a wide variety of clients and typically short-term. The placements fall into two general types.

The first covers programs working closely with clients to help identify needs. Information collected is used to help the court identify appropriate disposition of cases. Interns interview clients, conduct formal assessments of need, and locate appropriate treatment options. On occasion, you may be asked to attend a hearing to present your recommendations to the court. In addition to PDs' and DAs' offices, students will find internships of this nature with Wisconsin Correctional Service in Milwaukee.

The second type of placement exists in investigation units in Public Defenders' offices throughout the state. In these settings, students interview defendants, victims, and witnesses of crimes with the goal of helping office attorneys build a defense for their clients. In addition to interviewing, students are asked to obtain police reports, research issues, and write reports.

## **C. CORRECTIONS**

Field observation opportunities are available in either community corrections or secure corrections. Community correction placements are located in probation and parole offices across the state and in residential and nonresidential programs established for both men and women in communities. Secure correction internships take place in prisons, both federal and state, and in the state's correctional facilities for juveniles.

Students interning in a state probation and parole office work closely with one agent, becoming familiar with his/her caseload, and often developing a small caseload of their own. They interview clients, make referrals, attend hearings, and conduct home visits. In so doing, they have the opportunity to interact with police officers, court personnel, and correction workers. They see clients in jail, tour prisons, sit in court, and visit different community programs. They have the opportunity to track the progress of a number of clients.

Students located with the U.S. Probation and Parole Office work within the federal justice system with clients convicted of federal crimes and perform most of the same duties as state P&P interns.

Working in a residential community corrections program or halfway house setting affords the opportunity to interact with a much smaller group of clients on a day to day basis than is typically available in other criminal justice programs. Students in these settings commonly work with clients one on one and in small groups. They counsel, provide support, help devise and implement treatment plans, coordinate positive leisure time activities and teach alternative living skills. They also interact with other community resources on behalf of their clients.

Prison placements introduce students to the complexities of providing care and treatment to incarcerated individuals. Typically, the intern is placed under the supervision of the social services unit of the facility and asked to assist in facilitating small groups or classes. Throughout your stay you will have a chance to spend time with staff from other units of the prison.

Interning in a secure facility for juveniles offers a way to interact with more serious young offenders. Students are generally involved in the schooling or recreational aspects of the institution program and often help supervise a small living area.

## **D. JUVENILE JUSTICE**

Placements within the juvenile justice system capture most elements of those in the adult system. Perhaps what distinguishes them is a slightly stronger thrust toward counseling and rehabilitation. This generally translates to more attention to individualized programming vis-a-vis individual counseling and small group work.

In most settings, you will have the opportunity to attend court hearings and to interact with other programs and professionals outside the agency. Typically, interns assume a lead role in carrying out a specific responsibility for the summer. Activities such as tutoring, coordinating a recreational program, or leading small group discussions on relevant topics are examples. Interns are placed with Juvenile Court programs, Juvenile Detention, Juvenile Shelter and Group Homes as well as community supervision programs.

## **E. ALCOHOL AND DRUG ABUSE**

A few programs deal specifically with drug and alcohol abuse in the criminal or delinquent client. Substance abuse is the primary focus of treatment in these settings, in addition to illegal behaviors. Interns must become familiar with different drug conditions and how these are manifested in the lives of clients. They become acquainted with various treatment theories and have a chance to experience different approaches to treatment.

## **F. CRIMINAL JUSTICE AND THE MENTAL HEALTH CLIENT**

Mendota Mental Health Institute (MMHI) in Madison offers placement in their Forensic Adult and Juvenile Programs. Interns will meet with patients who are in treatment or preparing for life in the community after having served a portion or all of their sentences. Interns have the opportunity to interact with clients on a daily basis, assist with recreational events, observe therapy sessions, and possibly engage in co-facilitating therapy sessions.

The Corrections Juvenile Treatment Center provides another internship site at the MMHI. Designed for serious young offenders with mental health problems, JTC offers students the opportunity to help conduct social histories, engage in some individual and group counseling, assist in recreational therapy, and work with psychiatrists, psychologists, and social workers.

The Wisconsin Correctional Services Program in Milwaukee exists to support correctional clients with mental health problems in the community. Program staff administers medications, monitors Antabuse, helps locate employment, secures low income housing, negotiates with community resources for services, and acts as client advocates in court. Interns assume similar responsibilities as they begin to manage cases of their own. There is a similar program in Madison.

There is also a unit in the Wisconsin Division of Community Corrections supervising offenders with mental illness who are on Probation or Parole.

## **G. VICTIM ADVOCACY**

The Domestic Violence Unit and the Victim-Witness Unit, both of the Dane County District Attorney's office, and the Domestic Violence Intervention Service (DVIS) are three programs serving victims of crime. The Domestic Violence Unit interviews victims of domestic violence, offers support, and makes recommendations to the DA concerning the case. The Victim-Witness Program maintains a support service for victims and witnesses by informing them of their rights and keeping them updated on a case's progress in court. DVIS offers shelter and counseling to abused women and children and provide legal information about a victim's options. The DVIS also operates a crisis hot line for victims of domestic abuse, a court watch program, and a hospital advocacy program.

In all of these settings, students work with victims to find solutions to their current legal and personal problems. Interns engage in interviewing, report writing, advocacy in court and in other social service settings.

## **SECTION IV: DOING THE FIELD OBSERVATION**

This section addresses your responsibilities in the field and other important details you need to be aware of while completing the Criminal Justice Field Observation.

### **A. LEARNING GOALS AND OBJECTIVES**

At the onset of the observation you are expected to develop learning goals and objectives (strategies) to guide your observations and activities throughout the ten-week placement. The goals define what you want to learn in placement and the objectives indicate how you plan to achieve the goals.

You are asked to develop your goals and objectives in consultation with your agency supervisor. Think them through thoroughly, then share a first draft with your supervisor. Get his or her input and refine your document. Solicit your supervisor's final approval then use the goals to direct your placement. Consider the goals to be an agreement or contract between you and the agency.

Your goals and objectives will form the basis of the site visit with your field instructor. The goals will be reviewed for comprehensiveness and your progress toward reaching them will be discussed. The field instructor may help refine the goals further and will suggest ways to help you achieve them.

Go over the goals with your supervisor periodically throughout your placement and again at the end. Upon completion of the internship, you are required to provide a written summary of your progress toward meeting the goals.

### **B. AGENCY SUPERVISORS**

At your placement, you will be assigned to an individual who will serve as your on-site supervisor. Your overall experience will be the responsibility of this person. He or she will orient you to the agency, assign duties, answer questions, introduce you to the staff, monitor progress, and evaluate your work.

Agency supervisors also are asked to perform an educational function by providing appropriate learning experiences and by assisting you in integrating theory, knowledge, and professional standards. Supervisors are encouraged to discuss policy and philosophical issues to ensure that you gain a broad perspective on the system.

Similarly, supervisors have been asked to provide a well-rounded experience by creating opportunities to work with a variety of clients and staff members, and scheduling you to attend agency meetings. They have also been asked to free you to visit other agencies, thereby expanding your experiences in the system.

Most supervisors are highly trained individuals with a number of years of experience in the system. Use them as a resource throughout your placement.

### **C. WORK RESPONSIBILITIES**

Work responsibilities vary from placement to placement and depend on your abilities, interests, and motivation. In general, an initial period of observation and orientation to the agency will be followed by simple tasks. Increasingly complex activities will be assigned.

You are asked to carry out all assignments cooperatively. If, however, tasks are consistently overly simplistic or challenging, raise your concerns with your supervisor. It is important for you to maintain good communication with your supervisor on this issue. Also, it is good practice to become familiar with a variety of staff at the Agency. They can be an additional resource to you by exposing you to a variety of styles, tasks and experiences.

Your experiences should include exposure to the agency, a diversified client group, the system as a whole, professional standards and culturally competent practice. In order for this to occur, it will be important for you to assume some direct responsibilities for clients, possibly even manage a small caseload on your own, work with various professionals at the agency, or carry out a special project. Visits to other agencies, as a part of your work responsibilities or to simply gather information, will help you develop perspective on the system.

## **D. PROFESSIONALISM ON THE JOB**

Office Policies - While in placement, you are expected to follow all agency policies. Especially important are those rules and regulations that govern staff-client relations and confidentiality of client information. Policies that establish work hours and attire, are also important.

Feedback - Accepting positive feedback and constructive criticism is a part of professionalism. You are encouraged to accept feedback with an open mind and to improve your work habits as a result.

Premature Departure from Placement - If for any reason you must leave a placement prematurely, it is extremely important that you discuss your plan to leave with the agency and University staff. This should be done prior to leaving.

Ethics on the Job - Throughout placement, you may encounter ethical dilemmas. You may be asked to lunch by a client or be given a gift or asked to perform a special favor. You may notice a staff person breaking an agency rule. These types of incidents can be very uncomfortable and create stress. If the appropriateness of a situation comes into question, see your supervisor before acting. If the incident involves your supervisor, see a criminal justice staff member.

Because issues falling under professionalism and ethics are so crucial to the success of your field observation, and ultimately to your professional development, course seminars will allocate as much time as needed to discuss pertinent questions. (Should immediate resolution to an issue be important, don't hesitate to call staff between seminars.) Additional resource material is available from the staff.

## **E. UNIVERSITY STAFF**

By design, internship courses delegate a substantial portion of responsibility for students' education to off-campus supervisors. Nonetheless, University faculty and staff are available to you throughout your placement to answer questions, assist in problem solving, and to help facilitate your goals. The site visit is a good place to get questions answered but staff is available by phone or special appointment also.

## **F. FINAL EVALUATION**

Your agency supervisor will be asked to prepare a final evaluation of your performance at the end of the internship. They will receive a simple form furnished by the University. A draft copy of the form can be found in Appendix E. Some supervisors elect to fill the form out alone; some will do it in consultation with you.

## **SECTION V: SITE VISITS AND COURSE SEMINARS**

### **A. SITE VISITS**

You will be assigned a field instructor who will visit you in the field three to five weeks into your placement. The purpose of a site visit is to ensure that you are getting the best experience possible. The visit will last for approximately one hour. Time will be spent with you alone and with you and your on-site supervisor together.

The field instructor will ask questions about your observations and experiences. They will review your goals and strategies and make suggestions for modification or expansion. They may assign reading materials or offer ideas about activities to augment your objectives. You will have the opportunity to ask questions and solicit input or feedback. The field instructor will be there as a resource person throughout your placement.

The site visit also poses an opportunity for you to get feedback from your agency supervisor. If either you or the supervisor is dissatisfied with some aspect of the placement, the site visit presents a good setting for finding a solution.

### **B. SEMINARS**

The seminars corresponding to the field observation help to round out your educational experience and for that reason can be as instructive as the internship itself.

#### **1. Purpose**

The primary purpose of the seminars is to provide a forum for bringing all of the field observation students together to debrief and exchange insights. By sharing personal stories, students have the opportunity to process their experiences and get feedback that may help them in the field. Similarly, by listening to others, they can learn about programs and concerns in other niches of the system. Students are asked to share perspectives on working with clients and challenged to think beyond their placements and client groups to see and assess the "bigger picture."

At times, outside professionals are brought in to share their insights and expertise. They contribute ideas about working with special client groups and furnish information regarding other programs for offenders. Perspectives on criminal and juvenile justice policy are aired, enhancing the total learning experience.

#### **2. Frequency and Location**

While there is a total of four seminars held for Soc 694/SW 663, you will only be required to attend two. Students are assigned to either Group 1 or Group 2; you must attend the seminar dates associated with your group assignment. Attendance is mandatory and is included in the 300 hours field requirement.

### **3. Format**

The morning session is devoted to large group presentation by staff or an outside speaker. Students are assigned to small groups for discussion and presentation of individual internship experiences in the afternoon. Portions of the written assignments will also be discussed.

Participation is the key to an interesting and productive class in both seminars. Keep this in mind and come to class prepared to share your assessments of the agency, working with diverse client populations, the system as a whole, professionalism and culturally competent practice.

### **4. Assignments**

In addition to the hours in placement you are responsible for developing learning goals and objectives, academic assignments and seminar participation.

You will be assigned two written assignments beyond the learning goal. One is an academic paper on agency organization, clients, the system, professionalism and culturally competent practice. The second is a progress report on your goals. The goal of the first is to help familiarize you with the way justice agencies are organized and how this affects clients and services. You will be asked to describe your agency's mission, jurisdiction, services, budget, and staffing patterns. The assignment encourages you to investigate client demographics, backgrounds, situations, professionalism, and culturally competent practices. You will be asked to look at client case loads, case management issues, and to evaluate the system's effectiveness with clients.

Perhaps the most important assignment you must take on is that of taking responsibility for the success of your internship. You must take the initiative early-on to maintain good communication with your supervisor, co-workers and criminal justice staff regarding the appropriateness of your responsibilities and the breadth and quality of your overall experience. You must take the lead in initiating change if necessary. Many individuals are available to help you accomplish your goals but only you know if you are getting the education you desired.

### **5. Grades**

Grades for the course are based on class participation, paper assignments, and agency/staff evaluations. Grades are divided approximately as follows: 50% placement performance as evaluated by the supervisor and criminal justice staff; 30% paper assignments including learning goals; and 20% class participation.

## **APPENDICES**

- A. APPLICATION FOR CRIMINAL JUSTICE FIELD OBSERVATION**
- B. CRIMINAL JUSTICE INTERNSHIP AGENCIES**
- C. CRIMINAL JUSTICE FIELD OBSERVATION AGREEMENT FORM**
- D. STUDENT EVALUATION FORM**

**CRIMINAL JUSTICE FIELD OBSERVATION  
APPLICATION**

Legal Studies/Sociology 694/Social Work 663

Form may be printed out. Answers may be hand written and turned into the Criminal Justice Advisor.

*Due date by Tuesday, November 3, 2009 at 12:00 noon.*

Name \_\_\_\_\_ I.D.Number \_\_\_\_\_

Email \_\_\_\_\_ Phone No. \_\_\_\_\_ Grad Mo/Yr. \_\_\_\_\_

1. Will you be a senior at the beginning of the upcoming summer (86 credits)?    YES    NO

Are you currently on academic probation? YES    NO

2. List the prerequisite courses you have taken and the grade you received. If you have not yet taken the course, enter the semester you intend to complete the course.

<u>Course</u>	<u>Grade</u>	<u>Taken/Planned</u>
SOC 131		
SOC 441		
SW 453		

3. What are your career goals? How does the internship relate to your goals?

4. In what setting would you like to see yourself for the internship, e.g., law enforcement, court-related, correctional agency, juvenile justice, alcohol and drug related, mental health, victim assistance and advocacy, other?

5. What population/issues would you like to work with during your field observation, e.g., adult, juvenile, male, female, victim, mentally illness, chemical dependence?

6. What experiences do you have with the populations/issues you have listed above or the setting you described (work, volunteer, other)?

7. How will these experiences help you in your internship? How might they make it more difficult for you?

8. The field observation provides an opportunity to examine special interests such as alcohol and drug abuse, mental illness, gang membership, poverty, victimization, discrimination, and different treatment modalities. Please list any special interests you may like to pursue throughout the observation.

9. Briefly describe your educational and personal goals for the field observation.

10. What skills, experiences, knowledge, and abilities will you bring to your placement?
11. What weaknesses will you bring? Consider experience, knowledge of setting, ability to communicate professionally, stress management skills, ability to work with different people, etc. How will you address these?
12. Do you have any preference for the environment in which you will work? (Examples: large or small agency, close or informal supervision, work independently or as a member of a team.)
13. Some internships require use of a private vehicle. Do you have a car or will you have access to private transportation over the summer? YES NO MAYBE (Please Explain)
14. Will you need to take any courses in addition to the field observation? YES NO  
(This is highly discouraged and needs to be discussed with the advisor in advance!)
15. Will you need to work? YES NO If so, how many hours per do you plan to work? \_\_\_\_\_
16. Will you need accommodations? YES NO  
If yes please explain: \_\_\_\_\_
17. Would you be able to take or do you prefer, a placement outside of Madison? YES NO  
If so, in which locations? \_\_\_\_\_
18. What resources have you used to research your internship choices? (Website, Program Binders, Student evaluations from previous years, Independent Web Search, etc.)
19. List four agencies you would be interested in interviewing with. Please list them in priority order.
- 1.
  - 2.
  - 3.
  - 4.
20. What questions do you have at this time regarding the internship process or the agencies you have selected?

**CRIMINAL JUSTICE FIELD OBSERVATION  
AGENCY DESCRIPTIONS**

The following provides a brief description of agencies where students have been placed over the past several years. Efforts will be made this year to establish internships at the sites students prefer but no guarantees can be made. More detailed agency descriptions and student evaluations are available for review in the Criminal Justice Office, Room 8139, Social Science Building. **NOT ALL PLACEMENTS ARE LISTED, DISCUSS YOUR SELECTIONS WITH ADVISORS.**



**LAW ENFORCEMENT**

**Madison Police Department** (Madison) Internships at the MPD vary from year to year according to need and availability. Students should consider what Unit they prefer, however final placement will be decided by MPD and the student after the interview with MPD. Students have had internships with one of the city's 11 neighborhood police offices and are supervised by the officer assigned to those neighborhoods. Periodically, interns are assigned to units within the central office such as the Crime Stoppers' Program and other Units. The Drug, Narcotic, and Gang Task Force has been an available Unit as has District Patrol and Traffic Enforcement. Interns duties reflect the overall responsibilities of the unit of placement. Regardless of specific placement all interns get exposed to a wide variety of activities and units across the Department.

<http://www.ci.madison.wi.us/police/poldept.html>

**Dane County Sheriff's Department** Students work and observe policing and other functions, such as the Dane County Jail, Work Release facility, and court activity in a larger geographic area. They may be assigned to observe in a number of areas within the Department based upon interest, and may also carry out special assigned projects. Requires a vehicle.

<http://www.danesheriff.com/default2.htm>

**Department of Justice, Division of Criminal Investigation** Provide assistance to Wisconsin local law enforcement as requested.

<http://www.doj.state.wi.us/dci/>

**University of Wisconsin Police Department** Provide policing for the UW-Madison Campus and related areas.

<http://www.uwpd.wisc.edu>

**Middleton Police Department** (Middleton) Interns will be exposed to the daily functioning of a police department, may engage in special projects and will assist officers where appropriate.

<http://www.ci.middleton.wi.us/police/>

**Monona Police Department** (Monona) Interns will be exposed to the daily functioning of a police department, may engage in special projects and will assist officers where appropriate.

[www.mononapolice.com](http://www.mononapolice.com)

**Village of Oregon Police Department (Oregon)** Interns will be exposed to the daily functioning of a police department, may engage in special projects and will assist officers where appropriate.

[www.vil.oregon.wi.us/Village%20Government/Police%20Department.htm](http://www.vil.oregon.wi.us/Village%20Government/Police%20Department.htm)

**Town of Madison Police Department (Madison)** Interns will be exposed to the daily functioning of a police department, may engage in special projects and will assist officers where appropriate.

[www.town.madison.wi.us/police](http://www.town.madison.wi.us/police)

**Other Police Departments (Dane County and Outstate)** Students have an opportunity to participate in a variety of police work in other jurisdictions, including patrol, investigation, crime prevention, community policing, etc.

[http://www.wisconsin.gov/state/core/alphabetical\\_index\\_of\\_wisconsin\\_police\\_departments.html](http://www.wisconsin.gov/state/core/alphabetical_index_of_wisconsin_police_departments.html)

## COURTS

**Dane Co. District Attorney's Office (Madison): Victim/ Witness Program(not accepting placement), Domestic Violence Unit, Deferred Prosecution Program** Programs through the District Attorney's Office (Dane County) working in specialty areas, on assignment and in conjunction with Prosecuting Attorneys. Opportunity to assist in Court cases, work with individuals experiencing the Court process and observe proceedings.

<http://www.co.dane.wi.us/daoffice/dahome.htm>

**Other County District Attorney Offices** may be accessed by reviewing individual County Websites:

[http://www.wisconsin.gov/state/core/wisconsin\\_counties.html](http://www.wisconsin.gov/state/core/wisconsin_counties.html)

**Wisconsin State Public Defender--Client Services (Madison, Milwaukee)** Interns help develop alternatives to incarcerations for individuals being defended by the agency attorneys. Interns initially assist staff but generally accept their own caseload later in the internships. They are called upon to provide court ready information to advocate for their clients. Opportunity for court observation. See also Public Defender - Wisconsin listing.

<http://www.wisspd.org/>

**Wisconsin State Public Defender--Investigation (Madison, Milwaukee)** Interns conduct defense investigations for criminal misdemeanor cases. Duties include interviewing defendants, victims, police officers, obtaining police reports and other documents, and writing investigation reports to summarize the information gathered. Requires a vehicle.

<http://www.wisspd.org/>

**Wisconsin State Public Defender (other areas in Wisconsin):** Generally each County in Wisconsin has a State Public Defenders Office. Interns do a combination of duties as described under Client Services and Investigation above depending on office organization. Recent placement sites have included Waukesha, Janesville-Beloit, Green Bay, Stevens Point, Wausau, Eau Claire, and elsewhere.

<http://www.wisspd.org/>

**Wisconsin Community Services (Milwaukee)** Conducts bail evaluation, identifies treatment needs of individuals charged with crimes, develops treatment plans, provides in-court advocacy and monitors client progress with court orders. Operated by Wisconsin Community Services (WCS).

**WCS** also operates diversion programs to screen out mentally ill individuals prior to formal charging. Programs make referrals and do follow up. Responsible for intake, referrals and court appearances. Rewarding opportunity in a diversion project. (See Mental Health)

<http://www.wiscs.org/>

**Wisconsin Department of Justice-Trial Division** Developing and researching 980 Sex Offender and other case materials for presentation at Court. \*\*Requires A High GPA

<http://www.doj.state.wi.us/dci/>

## COMMUNITY CORRECTIONS

**Wisconsin Department of Corrections - Division of Community Corrections, (Probation and Parole District Offices)** (Madison, Milwaukee and around Wisconsin) Interns work with an agent, supervising clients living in the community or in prison. Duties include interviewing clients, conducting home and jail visits, case planning, attending court, and referring clients to local programs. Must have a valid driver's license. In addition to Madison and Milwaukee, recent placement sites have included Waukesha, Stevens Point, Appleton, Green Bay, and elsewhere.

[http://www.wi-doc.com/index\\_community.htm](http://www.wi-doc.com/index_community.htm)

**U.S. Probation and PreTrial Services Office (Madison & Milwaukee)** Provides pretrial and supervised release service to federal offenders. Interns will be exposed to many aspects of the federal justice system. Will review pre-sentence investigations, attend sentencing hearings, conduct bail evaluations and home visit. Must have strong academic background (Requires A High GPA).

<http://www.uscourts.gov/misc/propretrial.html>

**ATTIC CORRECTIONAL SERVICES (Madison)** Provides residential and non residential services to male offenders in the community, including employment, AODA, Anger Management, and Sex Offender Treatment.

<http://www.correctionalservices.org>

**ARC Community Services, Inc. (Madison)** Interns conduct interviews of new residents, sit in on program groups and assist with day to day program operations. Duties may include responsibility for assigned clients and case management.

<http://www.arcomserv.org/>

**Wisconsin Community Services (Milwaukee) Conducts bail evaluation, identifies treatment needs of individuals charged with crimes, develops treatment plans, provides in-court advocacy and monitors client progress with court orders. Operated by Wisconsin Community Services (WCS).**

**WCS also operates diversion programs to screen out mentally ill individuals prior to formal charging. Programs make referrals and do follow up. Responsible for intake, referrals and court appearances. Rewarding opportunity in a diversion project. (See Mental Health)**

<http://www.wiscs.org/>

## SECURE CORRECTIONS

**Oakhill Correctional Facility (Oregon, WI) Minimum security facility with AODA Programing available.**

<http://www.wi-doc.com/oakhill.htm>

**Thompson Center (Cambridge) Minimum security facility with work release and group opportunities.**

[http://www.wi-doc.com/index\\_adult.htm](http://www.wi-doc.com/index_adult.htm)

**Other Wisconsin State Facilities. Located outside of Madison, mention it to the Criminal Justice staff if you are interested in developing this type of placement. Recent placement sites have included Columbia, Taychedeeh, Waupun, and Ellsworth.**

[http://www.wi-doc.com/index\\_adult.htm](http://www.wi-doc.com/index_adult.htm)

## JUVENILE JUSTICE

**Bockari House (Madison) Short term (60 day) group home for juveniles awaiting court disposition. Interns help provide care and counseling, attend court, coordinate recreational and school activities, facilitate group discussions on relevant topics, e.g., alcohol/drug use, sexuality. Access to a car is helpful.**

No website at this time

**Youth Services of Southern. WI - Briarpatch Division (Madison) Briarpatch is an agency offering many programs and services to teens and families in crisis. Interns participate in most agency activities: crisis intervention with individuals and family members, group facilitation, rural outreach, development and distribution of crisis prevention materials. Eighty hours of training, provided by the agency, are required prior to meeting with clients. Training can begin as early as mid-April.**

**Youth Services of Southern Wisconsin, Community Adolescent Programs Division (Madison) Manage a small caseload of juvenile clients experiencing multiple problems, including illegal behavior. Develop case plans. Find or help provide appropriate treatment. Negotiate restitution agreements, place clients in jobs and community service situations. Collect payments. Attend court hearings, develop new job sites, counsel clients. Car required.**

<http://www.youthsos.org/>

**Coventry and Horizon Houses** (Madison) Two residential group homes for females at risk of becoming delinquent or who have already been found delinquent. Interns assist in all aspects of supervision and treatment including supervision of daily living, treatment planning, individual and group counseling, family meetings, collaboration with community agencies, representing the agency in court, and recreation supervision.

No website at this time

**Dane County Human Services - Delinquency Services** At several offices around Dane Co., this position works closely with the Juvenile Court. The primary purpose is to review all police referrals to Juvenile Court and to share the DCHS perspective concerning prosecution and disposition of cases with the District Attorney. Interns assist the coordinator by reviewing police referrals, compiling data, sitting in on charging conferences with the prosecutor, and attending court.

<http://www.co.dane.wi.us/humanservices/cyf/delinquents.htm>

**Dane County Human Services - AART (Achieving Reintegration Through Teamwork)** AART offers interns the opportunity to become directly involved with children, youth and families via a team approach to mental health services. Interns will interact with agencies delivering individual and group therapy, family counseling, day treatment, crisis services and risk assessment, advocacy and support services for parents, and community support programming for teens with a severe and persistent mental illness. A vehicle is very helpful.

[www.danecountyhumanservices.org](http://www.danecountyhumanservices.org)

**\*Dane County Juvenile Court Programs: FOLLOWING FOUR PROGRAMS:**

**\*Dane County Reception Center** (Madison) Intern accepts police referrals and conducts intake interviews for the Juvenile Court. Assists in making custody and detention decisions based on relevant statutes. Substantial opportunity for court observation and work with other Juvenile Court programs.

<http://www.co.dane.wi.us/juvenilecourt/index.html>

**\*Dane County Shelter Care** (Madison) Provides short-term residential care for teens awaiting disposition of their court cases. Students assist in supervising daily living and recreational activities, providing educational support, and in providing counseling and referral services.

<http://www.co.dane.wi.us/juvenilecourt/index.html>

**\*Dane County Juvenile Detention Center** (Madison) The Detention Center provides secure care for juveniles charged with committing a serious offense. Interns assist in providing care and supervision of detained juveniles, in providing counseling, recreation, and other programming. Opportunity for court observation and work with other Juvenile Court programs.

<http://www.co.dane.wi.us/juvenilecourt/index.html>

**\*Dane County Home Detention Program** (Madison) Students help negotiate home detention contracts ordered by the court and help monitor clients' compliance. Some opportunity for client and family counseling. Exposure to other Juvenile Court programs. Access to transportation required.

<http://www.co.dane.wi.us/juvenilecourt/index.html>

**Neighborhood Intervention Program (NIP)** (Madison) Primary goal of NIP is to provide prevention and early intervention to programming to minority youth, ages 10-18, at risk of involvement with the justice system. Interns collaborate with staff to facilitate discussion groups, supervise recreation activities, and support clients in other ways.

[http://www.danecountyhumanservices.org/cyf\\_neighborhood\\_intervention\\_program.htm](http://www.danecountyhumanservices.org/cyf_neighborhood_intervention_program.htm)

**Operation Fresh Start** (Madison) A job-training and high school equivalency program for juvenile and young adult offenders. Summer conservation projects are the vehicles for job-training, building skills and self esteem, and counseling. Interns are involved with morning educational programming and afternoon labor with juveniles in one or more crews. Some carpentry experience helpful but not necessary.

<http://www.operationfreshstart.org/index/index.asp>

**SPRITE** (Oregon) A short-term, intensive program primarily for delinquents nearing the end of their dispositions at any of the State secure correctional facilities for juveniles. It is based on the Outward Bound wilderness model involving rope-climbing, wilderness camping, etc. Goals are to enhance self esteem, foster independence within the context of team building. Students will assist in every aspect of the program, including wilderness and urban trips with clients. Prior outdoor experience helpful. \*\*Requires availability of all shift.

[http://www.wi-doc.com/index\\_juvenile.htm](http://www.wi-doc.com/index_juvenile.htm)

**Ethan Allen School** (Wales) State correctional institution for juvenile males. Interns work with residents in their assigned cottages by assisting in established social, therapeutic, and educational programs. Located between Madison and Milwaukee.

[http://www.wi-doc.com/index\\_juvenile.htm](http://www.wi-doc.com/index_juvenile.htm)

**The Mendota Juvenile Treatment Center (MJTC)** is a secure correctional facility located on the grounds of the Mendota Mental Health Institute in Madison, Wisconsin. MJTC staff serve the mental health needs of male adolescents transferred from other Division of Juvenile Corrections institutions. Youth move to and from MJTC based on assessment of their mental health and security needs. A youth's motivation for positive change is also part of that assessment. Parents or guardians receive program and treatment review reports during a youth's stay on MJTC. \*\*Psych majors only.

[http://www.dhfs.state.wi.us/MH\\_Mendota/Programs/MJTC/MJTC.HTM](http://www.dhfs.state.wi.us/MH_Mendota/Programs/MJTC/MJTC.HTM)

**Community Partnerships-Children Come First-** Program helps kids and families find supports in their extended family and community. CCF puts together mental health care, alcohol and drug treatment, and other services that can help. The mission is to try to help families find their strengths so that they may reach their goals on their own. Community Partnerships work with families even if their child needs to be in a hospital or needs to be placed outside of the home. If the child is placed outside of the home, CCF helps families get ready for when their child can return home or to the community.

<http://www.community-partnerships.org/index.htm>

**Dane Co. Focus Program** (Madison) The Focus program opened in 2007 and is the only residential treatment center for adolescent males in Dane County. Interns work closely with residents and staff, participate in daily activities and assist in program planning. Students should be willing to engage in physical activities such as: rock climbing, ropes course, building and maintaining trails and parks, etc.

No website at this time

**There are a number of juvenile programs and facilities in every county in Wisconsin. If interested in locations other than those listed, check with criminal justice staff.**

## ALCOHOL AND DRUG TREATMENT

Attic Correctional Services, Schwert Half way House (Madison) AODA and related programs for adult male offenders returning to the community from incarceration or as an alternative to incarceration. Opportunity to be involved in individual counseling and groups. Also Attic Correctional Services operates outpatient community programs for adult males who are AODA addicted, Sex Offenders, and Domestic Violence Offenders

<http://www.correctionalservices.org>

ARC Community Services Halfway Houses (Madison) AODA inpatient programs and outpatient counseling for female offenders. These residential and out patient programs address a wide variety of social problems relating to criminality including health care, parenting, victimization, employment, education and others. Interns have an opportunity to work individually and in groups with clients.

<http://www.arcomserv.org/>

Wisconsin Community Services (Milwaukee) Conducts bail evaluations, identifies treatment needs of individuals charged with crimes, develops treatment plans, provides in-court advocacy and monitors client progress with court orders.

<http://www.wiscs.org/>

## MENTAL HEALTH

Mendota Mental Health (Madison) MMHI is one of the State's largest facilities working with individuals experiencing a range of acute mental illnesses. This includes children, adolescents, adults convicted of crimes or found not guilty by reason of mental disease or defect, and those adults and juveniles found to be mentally ill and transferred from a correctional facility. Interns have been engaged in units dealing with forensic assessment of adult patients, the supervision of clients preparing for re-entry into the community, and the treatment of emotionally disturbed delinquents. \*\*Psych majors only.

[http://www.dhfs.state.wi.us/MH\\_Mendota/index.htm](http://www.dhfs.state.wi.us/MH_Mendota/index.htm)

### Mental Health Center of Dane County-Community Treatment Alternatives

Students work with a team of professionals to provide community services and support to mentally ill clients who have been involved in the courts. Students must be majoring in psychology and desire placement in community mental health. \*\*Psych majors only.

<http://www.mhcdc.org/Services/JailFrameset.html>

Pretrial Services Program (Milwaukee) This is a program to address the special needs of offenders with diagnosed chronic mental health problems, the primary goal being to help clients function independently in the community. Also works directly with the District Attorney at the charging level to work out alternatives to incarcerations. Operated by Wisconsin Correctional Services (WCS).

<http://www.wiscs.org/>

**Wisconsin Division of Community Corrections, (Probation and Parole-Madison)** A Unit of Probation and Parole focused on supervising offenders in the community who have severe mental illness.

[http://www.wi-doc.com/index\\_community.htm](http://www.wi-doc.com/index_community.htm)

**Wisconsin Community Services (Milwaukee)** Diversion programs to screen out mentally ill individuals prior to formal charging. Programs make referrals and do follow up. Responsible for intake, referrals and court appearances. Rewarding opportunity in a diversion project.

<http://www.wiscs.org/>

## VICTIMS SERVICES

**Dane Co. Dist. Attorney's Office/Domestic Violence Unit (Madison)** A program focus on assisting victims of family violence who are participating in Court action. Interns help to contact victims after reports are filed, interview victims, offer support and information about Court processes, and make recommendations to the District Attorney. Longer term volunteer commitment desired.

<http://www.co.dane.wi.us/daoffice/dahome.htm>

**Dane Co. Dist. Attorney's Office/Victim-Witness Support Unit (Madison)** A program which provides information to victims of crimes and witnesses about Court action they may be participating in. Interns will monitor court cases, inform victims and witnesses about court dates and court procedure, answer questions about restitution, and help prepare formal restitution orders. Opportunity to observe Court processes and work in District Attorney's Office. \*\*This placement has not accepted interns for the past four years.

<http://www.co.dane.wi.us/daoffice/dahome.htm>

**Domestic Violence Intervention Services (Madison)** Non-profit program which offers legal and social services to female victims of domestic battery. Interns select from among several programs. Options include staffing a crisis line, working with women in residence at the agency shelter home, making referrals to community resources, informing clients of legal rights and options, escorting women to court, providing hospital advocacy.

<http://www.abuseintervention.org/index.htm>

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**ALL AGENCIES ARE NOT LISTED**  
**DISCUSS YOUR INTERESTS WITH THE CRIMINAL JUSTICE ADVISORS**

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# CRIMINAL JUSTICE FIELD OBSERVATION AGREEMENT FORM - 2010

*Must be completed prior to the start of the Internship placement*

**To be completed by student (please print):**

STUDENT NAME: \_\_\_\_\_

I am a student at the UW-Madison and I am enrolled or intend to enroll in Sociology 694/SW 663, Criminal Justice Field Observation. I have read the Field Observation Handbook and I accept the terms below. I assume responsibility for notifying University staff and my agency supervisor if, for any reason, I am unable to fulfill the terms of the agreement.

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SUMMER ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**To be filled out by the Agency Representative:**

We agree to supervise the above-named student in our agency for the duration of the Field Observation. We have reviewed a copy of the Field Observation Guidelines for Supervising Agencies. We agree to contact University staff if changes or questions arise. (Please print.)

AGENCY: \_\_\_\_\_

AGENCY CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-Mail: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

AGENCY CONTACT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*If different from above:*

STUDENT'S SUMMER SUPERVISOR: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-Mail: \_\_\_\_\_

SUPERVISORS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ALL PLACEMENTS ARE FOR 30 HOURS A WEEK FOR TEN WEEKS.**

TEN WEEK STARTING DATE: \_\_\_\_\_ ENDING: \_\_\_\_\_

**IF YOUR DATES INDICATE A VARIANCE FROM THIS, PLEASE DESCRIBE WHY HERE:**

Student Requires Wisconsin Caregiver Background Check: Yes \_\_\_ No \_\_\_ Completed by Agency: Yes \_\_\_ No \_\_\_

**Please mail or have the student submit this form to the Criminal Justice Advisor by:**

**MARCH 24, 2010**

**Questions about this agreement or the Guidelines should be directed to the program advisor.**

**CRIMINAL JUSTICE CERTIFICATE PROGRAM UNIVERSITY OF WISCONSIN-MADISON**

8139 Sewell Social Science Building

1180 Observatory Drive

Madison, Wisconsin 53706-1393

608-262-4360

*Draft*  
**UNIVERSITY OF WISCONSIN - MADISON**  
**CRIMINAL JUSTICE FIELD OBSERVATION**  
**STUDENT EVALUATION FORM-2010**

Please evaluate the student who interned with your agency using the numerical grade below. The numerical grade will be averaged and will be used to award the Final Grade for the student. Comments are appreciated and may be shared with students. Some internships do not provide for a grade in all categories. In this case, place an N/A in the appropriate column. **Because your evaluation is important to us, a grade cannot be provided for the student without this information.**

Please indicate the level of accomplishment demonstrated as follows:

1	1.5	2	2.5	3	3.5	4
Poor		Fair		Good		Excellent
Unsatisfactory (D work)		(Passable) (C work)		(Satisfactory) (B work)		(Superior) (A work)

**STUDENT:** \_\_\_\_\_

**AGENCY:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_  
(Please Print)

**I. UNDERSTANDING OF SYSTEM:**

Category	Level	Comment
Prior understanding of juvenile/criminal justice system (i.e., components, roles, functions, relationships)		
Current understanding of system		
Ability to think critically about system (i.e., perceives strengths and weaknesses)		
Ability to analyze the impact of your agency's actions and those of other agencies on the system as a whole		
Ability to think creatively about improvements to programs and services		

**II. UNDERSTANDING OF OFFENDER ISSUES:**

<b>Category</b>	<b>Level</b>	<b>Comment</b>
Prior understanding of factors leading to criminal/delinquent behavior		
Current understanding of criminality/delinquency		
Understanding of offender issues (E.g., drug/alcohol abuse, lack of employment, poverty, etc.)		
Capacity to work with clients with diverse offense history		
Aptitude for work with clients from diverse ethnic and cultural backgrounds		
Ability to work with unique offender populations (e.g., females, juveniles, mentally ill)		
Ability to analyze the effects of own behavior on clients		
Skill for analyzing impact of system on offenders		
Talent for assisting clients in creative problem solving		

**III. UNDERSTANDING OF AGENCY:**

<b>Category</b>	<b>Level</b>	<b>Comment</b>
Prior understanding of the agency missions, functions, and issues		
Current understanding of the agency missions, functions, and issues		
Ability to work well with the agency staff and other professionals		
Sensitivity toward and ability to work with agency clients		
Attention to being a good worker (E.g., promptness, reliability, resourcefulness, self-reliance, etc.)		
Ability to complete assignments in a timely fashion		
Capacity to handle progressively difficult tasks		

Skill at making mature judgments in work related matters		
Competency to evaluate effects of own actions on the agency		
Practice of professional and ethical behavior		
Progress toward internship goals and objectives		

IV. POTENTIAL FOR WORK IN THE FIELD:

Category	Level	Comment
Suitability and potential for work in the justice field		
Aptitude for work with offenders/delinquents		
Emotional maturity to work in this field		
Potential for leadership		
Ability to express self orally		
Ability to express self in writing		

Please feel free to add any additional thoughts or summary comments about the student here. Comments may be used in recommendations with the permission of the student:

Supervisor's signature: \_\_\_\_\_ Date \_\_\_\_\_

Thank you for filling out this form. It will help us in grading the student and assessing the effectiveness of the field observation course overall. We appreciate your thoughtfulness and time.

PLEASE RETURN BY **FRIDAY, AUGUST 6, 2010** TO THE ADDRESS BELOW:

CRIMINAL JUSTICE CERTIFICATE PROGRAM

University of Wisconsin-Madison  
 Sewell Social Science Building  
 1180 Observatory Drive, Room 8139  
 Madison, WI 53706