The Criminal Justice Field Observation is an internship opportunity that combines community engagement with classroom work. Students will acquire practical experience at an agency serving justice-involved or at-risk individuals and their families, as well as those affected by crime. Readings and seminars will relate field observations to the broader cultural, economic, and social implications of the justice system. This intensive, hands-on experience requires significant maturity and judgment.

You will be assisted throughout the application, placement, and enrollment process. Most of your questions are addressed by the information in this handbook. If you are unable to find the answer to your question here or need assistance, please contact the CJCP advisors, Carolyn Lesch and Martine Delannay at cjcp@ssc.wisc.edu

NOTE: This handbook covers the entire process leading up to your Criminal Justice Field Observation placement. It lists critical events and activities that take place PRIOR to entering the field. You are responsible for keeping track of the times/dates of these meetings and assignment deadlines. Missed meetings and late submissions of required materials will jeopardize your opportunity to do an internship.

PROGRAM GOALS

To experience the criminal or juvenile justice system and their community impact through hands on practice and in-person observation

To understand the organizational structure of your agency, the service delivery system, and the relation to other parts of the criminal justice system

To become familiar with the background characteristics, problems and strengths of the various agency clients and stakeholders

To recognize your own cultural background, values, and beliefs when working with clients, as well as the importance of professional culturally competent practice

To analyze the effects of agency policies, and your own behavior, on clients

To appreciate the challenges of self-care when working with people in crisis

To gain clarity with regard to your strengths, challenges, and passion

To connect field observations with the broader cultural, economic, and social implications of the justice system
COURSE AND PROGRAM POLICIES

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

Eligibility Requirements

Three requirements must be met in order to be eligible for the field observation course:

Enrollment and Progress in the Certificate Program

You must be enrolled in the Criminal Justice Certificate Program (CJCP) and making satisfactory progress toward completion of the Certificate. This means you have a minimum of a 2.0 GPA within the Certificate program and you are not on probation by the start of the semester in which you enroll in the internship course. You must also be completing the course work on a schedule that will allow you to graduate with the Certificate.

Application Deadlines and Pre-Placement Orientations

To maintain your eligibility for the internship you must meet all application deadlines and attend all pre-placement orientations (see handout CRITICAL PRE-PLACEMENT DATES). The advisors grant final approval for participation in the field observation.

Degree Credits and Prerequisite Courses

The following prerequisites apply:

Summer Interns:
You must have attained senior standing (86 credits) before entering the field observation. You may earn this status at the close of the spring semester just prior to placement.

Complete prior to summer:
- Group 1: Legal Studies/Sociology 131-Criminal Justice in America
- Group 2: Approved course
- Group 3: Approved course
- Legal St 405: Foundations of Field Ed.

Spring Interns:
You must have attained 86 credits before entering the field observation. Waiver of this requirement will be granted may be granted by an advisor.

Complete prior to internship semester:
- Group 1: Legal Studies/Sociology 131-Criminal Justice in America

Completion or enrollment during internship semester:
- Group 2: Approved course
- Group 3: Approved course
- Counseling Psych 650: Theory and Practice of Interviewing
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 agency staff and unacceptable risk to clients. 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 does not demonstrate these qualities, s/he may be asked to participate in an additional meeting to discuss any concerns and determine the appropriateness of participating in the internship program.

New Placements

Over the past several years, CJCP has cultivated relationships with many criminal and juvenile justice agencies. Most students can be served within this existing network of agencies. However, we are always willing to consider helping a student develop new placements.

Creating a new placement is a joint effort between the student and the advisors.

1. The first step is to note your desire to intern with a new agency on your application.
2. Then, your search for a new placement may begin. You will be responsible for initially contacting the new placement to determine the possibility of an internship placement. You will need to ask the agency if they are able to support hours per week required by your enrollment (hours for spring differ from summer). You may wish to review the course goals prior to contacting an agency.
3. If the agency is willing to consider you for an internship, you will need to supply the instructor with the name of the agency, appropriate contact person, address, phone number, and website if available.
4. An advisor will follow up with the agency to make final determination regarding approval of placement.
Financial Aid & Compensation

Unfortunately, there is little possibility of receiving financial support from your field internship placement; most are unable to offer any compensation. This is not a CJCP policy, but rather a reality of working in criminal justice agencies today. You may ask at the agency about any available support during your interview. Students are responsible for related course tuition.

Office of Student Financial Services, 333 East Campus Mall, Room 9701; 608-262-3060; finaid@finaid.wisc.edu

Summer financial aid:
The summer course is scheduled during the 8-week summer session. Scheduling the course in this manner allows for students to receive financial aid (students enrolled in a 10-week course for 3 credits are not eligible for financial aid).

Over the past few years, The College of Letters and Science (L&S) has offered 2-5 scholarships for students completing summer internships courses or research. These and other scholarships opportunities are posted on the L&S Scholarships page. Students will need to check the site over the next semesters as it is updated frequently.

Spring financial aid:
If you already receive or are eligible for financial aid for spring, this 3 credit course enrollment is no different from any other course for which you receive financial aid.

Prior Experience in the Field

Prior experience in a criminal or a juvenile justice agency is not a prerequisite for enrollment. Volunteering is extremely helpful and recommended if possible. Volunteering will help you by exposing you to different client populations and 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 links below provide excellent resources for seeking out volunteer opportunities.

Morgridge Center for Public Service: www.morgridge.wisc.edu
Volunteer Your Time: www.volunteeryourtime.org
FIELD PLACEMENT AND SEMINAR TIME COMMITMENTS

Seminars are designed to assist students in sharing observations, processing experiences and receiving feedback. The University instructors work closely with agency representatives to provide support for each student and develop meaningful educational experiences.

**Summer Interns:**
30 hours a week for 10 weeks

Students attend two full day seminars; one in June and one in July/August. Students are assigned to either Group 1 or Group 2 and attend the seminar dates associated with their group assignment. Attendance is mandatory and is included in the 300 hours field requirement.

Grades for the course are based on seminar participation, assignments, and agency/instructor evaluations. A grade breakdown will be provided in the course syllabus.

**Spring Interns:**
Generally 8-20 hours per week, on site, for a semester. Individual agency requirements may vary.

In addition, students must attend 2-hour seminars every week on campus.

APPLICATION PROCEDURE

Preparing for the internship is a process that begins long before your field placement. Your full participation is necessary for optimal placement preparation. The following section briefly describes each step along the way. For a schedule summary, see the separate handout CRITICAL PRE-PLACEMENT DATES.

**Orientation 1: Internship Application**

All students must attend this orientation meeting, which will orient you to the application process, eligibility requirements, and placement options.

See the separate handout CRITICAL PRE-PLACEMENT DATES for times and locations.

**Research Agencies**

The online Criminal Justice Field Observation Application will ask you to list at least six agencies where you would like to do your field observation. Responding to this question will take some research. The following information will help.

- Review the provided list of agencies and their websites
- Review agency evaluations from past students available in the binders outside 8139 Social Sciences. Binders may not be removed from the area outside the CJCP offices.
Agencies offering internships during the spring, along with the available experiences within an internship, are different from those in summer. Review of the summer internship evaluations may be helpful but students should not assume they will receive a similar experience during the spring semester.

- Conduct your own Internet search of possible agencies. The CJCP does not always have all available or up to date resources

Complete Online Criminal Justice Field Observation Application

All students must submit the online Criminal Justice Field Observation Application. Your responses will help you begin thinking through the internship experience and assist us in matching you to an appropriate agency.

The application link is available on your Critical Pre-Placement Dates handout.

Small Group Meetings

All students must participate in a small group meeting following submission of their on-line application. The meeting gives students the opportunity to ask questions and clarify placement choices. This meeting will also assist us in making sound placement referral decisions.

See Critical Pre-Placement Dates, handout for location of small group sign-up sheet.

Resumes, Cover Letters, and Agency Applications

Students do not need to pay to have your resume done professionally. The decision to include references with submitted materials is made by the student. For help with cover letters and resumes, please visit Letters and Sciences Career Services. The career and internship advisors are the best resource for this type of assistance. http://careers.ls.wisc.edu/

Some agencies require applications in addition to resume and cover letter. Students will be notified of application requirement during the small group meeting.

Placement choices may change during small group meetings. Please wait to submit your resumes and letters until after that meeting. Submitted materials will be forwarded to the agency in advance of interviewing.

Students submit all resumes, cover letters and agency applications directly to CJCP advisors. Please follow the directions specific to the semester of course enrollment.
**Summer:**
Submission of materials for summer internship consideration must be via email attachment unless instructed otherwise. PDF is required.

Following small group meeting, you must **submit your resume and cover letters for your top three placement choices**, along with any required applications, to cjcp@ssc.wisc.edu.

Please save resume as “LastName, FirstName Resume” and submit to cjcp@ssc.wisc.edu as pdf.

Please save cover letter as “LastName, FirstName AgencyName” and submit to cjcp@ssc.wisc.edu as pdf.

**Orientation 2**

For date schedule consult the appropriate CRITICAL PRE-PLACEMENT DATES handout.

**Summer:**
This orientation meeting will take place during Legal Studies 405: Foundations of Field Observation. Topics covered include, contacting agencies, preparing for your interviews, common interview questions, timeline 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.

**Spring:**
No formal Orientation.

Spring agency timeline for interviewing vary greatly. Advisors will provide agency contact information, along with instructions on completion of required Agreement Form, as appropriate.


**Student Agency Contacts, Interviews and Final Selection**

**Initial Agency Contact by Students**

Advisors will notify students when they should contact the agencies. Once given this notification, it will be the student’s responsibility to initiate contact with the agencies with a request to interview. In person interviews typically last between 20-60 minutes. Students should confirm interview length and location when setting up the interview.
Interviews

Be prepared to answer questions about goals for your internship, ask questions about your 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.

Career Services routinely hosts Mock Interviews. This is a time to practice your interview skills and receive feedback from professionals. Check the Career Services website for dates and times. http://careers.ls.wisc.edu/

Final Selection

You will be notified of an agency's choice by the agency or the advisor. During the agency interview, you are responsible for asking 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.

If you are interviewing with more than one agency, you may want to refrain from making a decision regarding an offer 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 advisor. In the event you are not satisfied with any of the agencies with which you interviewed or you are not selected by any of the agencies, the advisor will assist you in setting up additional interviews.
Student/Agency Agreement Forms

A copy of the required Agreement Form will be provided.

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). Be sure to fill out the form completely and return it to cjepl@ssc.wisc.edu or 8139 Social Sciences. **Students will not be allowed to begin the field observation prior to the submission of a completed agreement form.**

Orientation 3: Professional Expectations and Syllabus

This orientation addresses professional principles and behavior, beginning your placement, and roles of Agency Supervisors and University Field Instructors. Course details will be reviewed and student questions will be addressed. You will meet your Course and Field Instructor at this meeting.

For date schedule consult the appropriate **Critical Pre-Placement Dates** handout.

**Summer:**
This orientation meeting will take place during Legal Studies 405: Foundations of Field Observation

**Spring:**
This orientation meeting will take place late in the semester preceding your placement.

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.

Success of Your Internship

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 the instructor 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.

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.

**Agency 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. In addition, 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 may include exposure to the agency, clients and stakeholders associated with your agency, 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, will help you to develop perspective on the system.

**Professionalism at Your Internship Site**

**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 establishing 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 your instructor. 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 agency supervisor before acting. If the incident involves an agency supervisor, speak with your University Field Instructor.

Issues falling under professionalism and ethics are crucial to the success of your field observation and will be discussed in the course seminars. Should immediate resolution to an issue be important, do not hesitate to contact your Field Instructor between seminars.

By design, internship courses delegate a substantial portion of responsibility for students' education to off-campus supervisors. Nonetheless, University Field Instructors and advisors are available to you throughout your placement to answer questions, assist in problem solving, and to help facilitate your goals.