

CRIM 397 – INTERNSHIP APPLICATION

QUALIFICATIONS

1. Admitted to the UNL upper division Criminology and Criminal Justice Program (CJ major or minor).
2. A minimum of 75 credit hours completed before starting the internship.
3. A minimum of 12 credit hours completed in criminal justice (or 9 hours if a CJ minor) before starting the internship.
4. A minimum cumulative GPA of 2.50 at the end of the semester preceding the start of the internship.

REQUIREMENTS

1. Devote a minimum of 160 hours to the internship. This will work out to about 10-12 hours per week during a semester, depending on your start date.
2. The 160 hours of work completed for this internship cannot be used toward any other internship at UNL or any other academic institution.
3. Work out an acceptable schedule with your agency supervisor.
4. Provide your own transportation.
5. Keep a daily log of your hours, your daily activities, and your reflections of your agency experiences as they pertain to your coursework. This log is to be turned in at the end of the semester to the internship coordinator.
6. Write a paper on your internship experience in which you integrate your experience with what you have learned in the classroom. The paper should be a minimum of 2,500 words in length.

APPLICATION PROCESS

Please fill out the application form on the next page and rank your choices of agency placements from 1 to 4. Other internship options can be explored, but must be approved by the Internship Coordinator. A hard copy of the internship application can be turned in to the School of Criminology and Criminal Justice office (310 Nebraska Hall), or it may be submitted electronically to the Internship Coordinator, Chris Eskridge (ceskridge@unl.edu). The application deadlines are as follows – April 1 for the Fall semester; October 1 for the Spring semester, and February 15 for the Summer semester.

The Internship Coordinator will begin to arrange your internship shortly after the application deadline for the semester you plan to intern. If your situation changes and you no longer wish to be considered for an internship, please contact the Internship Coordinator and withdraw your application.

You will be contacted by the Internship Coordinator and will be given more specific information in order for you to set up your internship. Contact the Internship Coordinator once your internship has been confirmed by the agency. The Internship Coordinator will then give you the course permission code and you will then be able to register for three hours of internship credit (CRIM 397) under the Pass/No Pass option.

NOTES

1. Every agency has their own procedure for selecting interns. Some require an extensive application process while others will simply require you to contact the agency supervisor to arrange an interview. Most agencies will require you to provide a resume. Be prepared for the agency to conduct a background check. If this might be an issue, contact the Internship Coordinator before applying.
2. Review the course syllabus and other related documents that can be found on the course webpage (<https://eskridge.unl.edu/crim-397-internship/>)

APPLICATION FOR CRIMINAL JUSTICE INTERNSHIP

Internship for: ☐ Fall 20____ (due April 1) ☐ Spring 20____ (due October 1) ☐ Summer 20____ (due Feb 15)

Name _____ NU ID Number _____

Phone _____ UNL Email _____

Current GPA (*minimum 2.50 required*) _____ Graduation date _____

Credit hours completed and in progress (*minimum 75 completed hours required at start of internship*) _____

I authorize the release of all relevant personal, contact, and academic record information to the internship agencies.

Signature: _____

Internship Preference: Rank your top four choices in order 1-4*

(For an explanation of possible duties, see <https://eskridge.unl.edu/crim-397-internship/> then select Internship Agency Work

Community Corrections

- ____ Lancaster County Adult Drug Court
- ____ Lancaster County Community Corrections
- ____ Nebraska State Adult Parole
- ____ Nebraska State Adult Probation
- ____ Nebraska State Community Corrections Center (CCCL)
- ____ Nebraska State Juvenile Probation
- ____ Opening Doors (NGO reentry program)
- ____ United States Adult Probation

Institutional Corrections

- ____ Lancaster County Corrections
- ____ Nebraska State Penitentiary - Lincoln
- ____ Neb. State Reception and Treatment Center Mental Health
- ____ Neb. State Reception and Treatment Center Custodial
- ____ Nebraska State Penitentiary – Tecumseh
- ____ Nebraska State Penitentiary – Omaha

Law Enforcement

- ____ Drug Enforcement Administration-Omaha office
- ____ Hall County Sheriff
- ____ Homeland Security-Omaha office
- ____ Lancaster County Sheriff
- ____ Lincoln Police Department
- ____ Nebraska State Patrol
- ____ North Platte Police Department
- ____ Ogallala Police Department
- ____ Olathe, KS Police Department
- ____ Omaha Police Department
- ____ Seward County Sheriff
- ____ Seward Police Department
- ____ U.S. Citizenship and Immigration Service
- ____ York County Sheriff

Victim Assistance

- ____ Friendship Home
- ____ Lincoln Police Department Victim Assistance Unit
- ____ Voices of Hope (*former Rape/Spouse Abuse Crisis Center*)

Legal/Courts

- ____ Lancaster County Public Defender's Office
- ____ Legal Aid of Nebraska
- ____ Nebraska State Attorney General's Office
- ____ Nebraska State Court Administration – Information Services
- ____ Nebraska State Court Administration – Judicial Education
- ____ Nebraska State Court Administration – Trial Court Services
- ____ Nebraska State Senate Judiciary Committee (*Spring only*)
- ____ Seward County Attorney's Office

Youth/Juvenile Services

- ____ Cedars Youth Services
- ____ Center on Children, Families & the Law
- ____ Child Advocacy Center (*250 hours minimum required*)
- ____ HopeSpoke (*Child Guidance Center; must be 21+ years old*)
- ____ Juvenile Justice Institute
- ____ Lancaster County Juvenile Detention Center
- ____ Lancaster County Juvenile Diversion
- ____ Lancaster County Youth Services Center
- ____ Nebraska State Child Protective Services
- ____ Renewed Horizon
- ____ Voices for Children (*Spring only*)

Other

- ____ Jenda Family Services
- ____ Nebraska Appleseed
- ____ Nebraska Emergency Management Agency (*State FEMA*)
- ____ Nebraska State Crime Commission
- ____ Nebraska State Ombudsman's Office
- ____ Other - Agency info: _____

***MANY AGENCIES REQUIRE A BACKGROUND CHECK. IF THIS MIGHT BE AN ISSUE, CONTACT THE INTERNSHIP COORDINATOR BEFORE APPLYING**