

# UNIVERSITY OF WYOMING

## Department of Criminal Justice

Dept. 3197, 1000 E. University Ave. • Room 223, Arts & Sciences Building • Laramie, WY 82071-3197  
(307) 766-2988 • fax (307) 766-3913 • e-mail: crmj@uwyo.edu • www.uwyo.edu/cj/

Dear Criminal Justice Student,

There are many exciting and rewarding career choices in the criminal justice system in Wyoming and throughout the country. One of the best ways of determining which career opportunity is best suited for you is to enroll in a University of Wyoming Criminal Justice Internship (CRMJ 4750). An internship consists of supervised work in a criminal justice agency or related organization. During your internship you will have the opportunity to experience the job first-hand by observing and participating in the work of the agency under the close supervision of criminal justice professionals.

There are numerous internship opportunities available to you locally, nationally, and even internationally. Below is a partial list of the agencies criminal justice students at the University of Wyoming have participated in over the years.

- UW Police Department
- Casper Police Department
- Wyoming Department of Corrections
- The Wyoming Public Defender's Office
- The U.S. Attorney's Office
- The Federal Bureau of Investigations (FBI)
- The United States Marshalls
- INTERPOL

If you are serious about enrolling in an internship, we encourage you to stop by our office, give us a call, or send us an email so we can discuss the possibilities available to you. Also, please take the time to look over the information contained in this booklet. It will answer a lot of the questions you may have.

We look forward to talking with you, and with your involvement and sincere commitment; we can help you arrange an educational experience that will be well worth your time and efforts.

Sincerely,

Eric Wodahl  
Internship Coordinator  
Laramie Campus Students

Shane T. Stone  
Internship Coordinator  
Outreach Students

## **Criminal Justice Internship Program CRMJ 4750 Syllabus**

### **CONTACT INFORMATION**

#### **On-Campus Students**

Coordinator: Eric Wodahl  
Telephone: 766-3803  
Email: ewodahl@uwyo.edu  
Office: 330 Arts & Sciences  
Office Hours: By Appointment

#### **Outreach Students**

Coordinator: Shane Stone  
Telephone: (307) 268-2930  
Email: sstone7@uwyo.edu  
Office: UU 336  
Office Hours: By Appointment

### **COURSE DESCRIPTION**

The Criminal Justice Internship Program is designed for students who are nearing completion of their degree and want to obtain practical experience in a criminal justice work environment. The internship consists of *supervised work* in a criminal justice agency or related organization. The purpose of the internship is to allow students the opportunity to apply academic knowledge from the classroom in an applied setting, while also obtaining valuable experience in preparation for their professional careers.

### **PREREQUISITES**

To enroll in an internship, the student must meet the following prerequisites:

- Junior Standing
- 2.5 Cumulative GPA
- Completion of at least 6 hours of upper division hours in Criminal Justice
- Consent of the Instructor

### **COURSE PARTICIPATION REQUIREMENTS**

Students may enroll for one to twelve hours of University credit. The Department requires 40 agency contact hours per 1 hour of university credit. For example, if you wish to earn 3 credit hours, you must complete 120 agency contact hours. The host agency may require additional hours beyond the minimum requirements of the University of Wyoming.

Should a student wish to engage in an internship for an agency at which they are currently employed, the student must engage in employment activities that are *above* and *beyond* their normal scope of duty. In these instances, it is the sole discretion of the internship coordinator in deciding whether the proposed internship activities meet this criteria.

Enrollment in the internship course requires the permission of the Internship Coordinator. To receive permission to enroll in the internship course, students must

complete the following tasks in the order listed below.

1. Schedule an interview with the Internship Coordinator either in-person or through another medium (telephone, email, Skype) to discuss the internship program requirements and the possible agencies available to complete the internship.
2. Make contact with the desired agency and schedule an interview with the appropriate personnel to discuss the possibility of completing an internship with the organization.
  - a. Note: At this interview, you need to bring a copy of the ***Internship Agency Contact Letter & Agreement Form***, which explains their roles and responsibilities in the internship process.
3. After receiving approval from the host agency, turn in a completed internship application and a signed the ***Internship Agency Contact Letter & Agreement Form***.

### **COURSE REQUIREMENTS:**

Your grade for this course will be based on the following course requirements:

1. **Completion of Agency Contact Hours & Agency Evaluation** – 60% of your grade (60 points) will be based on your completion of the required agency contact hours and the internship coordinator's analysis of the evaluations conducted by the agency supervisor. As discussed above, the University of Wyoming requires 40 agency contact hours per 1 hour of university credit. All contact hours must be completed before the beginning of finals week unless prior arrangements have been made with the internship coordinator. Agency evaluations will be completed at midterm and at the end of the semester.
2. **Weekly Progress Reports** – Each week you will be required to complete and submit a weekly progress report which provides a report of the hours completed and a summary of your experiences for that week. Progress reports must be electronically submitted each Monday by 5:00 pm. Fifteen percent (15 points) of your grade will be based on your timely completion of these weekly progress reports.
3. **Writing Assignments** – 25% (25 points) of your grade will be based on your completion of a series of papers completed throughout the course of your internship. All papers must be typed, double-spaced, and must utilize APA citation style when appropriate. Papers should be between 3 and 5 pages in length and will be graded on both content and the quality of writing. The number of required papers is based on the number of internship hours you are completing. Students completing three hours of internship or less must complete Papers 1 & 2. Students completing 4 to 6 hours of internship must complete Papers 1, 2 & 3. Below is a summary of the required writing assignments and their tentative due dates.

Writing Assignment	Assignment Content Requirements	Due Date
Paper #1: Agency Description	Provide a detailed description of the agency you are interning with. Your paper should address the following: <ul style="list-style-type: none"> <li>• What is the purpose or mission of the agency?</li> <li>• How many and what types of employees work for the agency?</li> <li>• What does the organizational structure of the agency look like?</li> <li>• Who are the clients or recipients of the services provided by the agency?</li> <li>• Who makes the policy governing the agency?</li> </ul>	<b>Due by midterm*</b>
Paper #2: Expectations versus Reality	Discuss the ways in which your internship experience has both changed and reinforced your expectations about working in the criminal justice system. More specifically, your paper should include the following: <ul style="list-style-type: none"> <li>• Describe two expectations you held about the organization you interned with or the criminal justice system in general that changed as a result of your experience.</li> <li>• Describe how your views have changed regarding the criminal justice system as a result of this internship. This might include your views on crime, criminals, or criminal justice agencies.</li> <li>• Describe how your career goals have changed or not changed as a result of this internship.</li> </ul>	<b>Due on the First Monday of Finals Week</b>
Paper #3: Topic Paper	Select a topic from the choices below and write a paper in which you integrate material from your previous coursework with your internship experiences. Your paper should both adequately demonstrate your understanding of the topic as well as provide linkages to your internship experiences. Below is a list of approved topics for this paper: <ul style="list-style-type: none"> <li>• The role of discretion in the criminal justice system</li> <li>• Effective leadership</li> <li>• Ethics and the administration of justice</li> <li>• Substance abuse and crime</li> <li>• The relationship between race/ethnicity and crime</li> <li>• Social class and crime</li> </ul> <p><b>Note: Students wishing to write a paper on a topic not listed above must have the topic approved in advance by the internship coordinator.</b></p>	<b>Due on the First Monday of Finals Week</b>
<p><b>*Note: Due dates for all of the papers may be adjusted by the internship coordinator as deemed appropriate based upon the type of internship being completed and the needs of the student.</b></p>		

## GRADING SCALE:

Contact Hours & Agency Evaluation	60 points
Weekly Progress Reports	15 points
<u>Papers</u>	<u>25 points</u>
<b>Total</b>	<b>100 points</b>

<b>Grade</b>	<b>Points</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## ACADEMIC DISHONESTY:

Academic dishonesty in all its forms will not be tolerated in this class. This includes cheating on tests, turning in someone else's work as your own, **plagiarism**, or assisting other students in these activities. Students are expected to do their own work and anyone caught cheating will automatically receive a failing grade on the assignment and may receive a failing grade in the class depending on the severity of the transgression. Each student is encouraged to read University Regulation 802 for further information concerning academic dishonesty and the potential consequences.

<http://www.uwyo.edu/generalcounsel/files/docs/UW-Reg-6-802.pdf>

## STUDENTS WITH DISABILITIES:

Students who have a documented disability and need academic accommodations are expected to contact the University Disability Support Services Offices located in SEO, Room 330 Knight Hall (phone # 766-6189). All arrangements for accommodations will be made through the University office.

NOTE: WHILE THE CRIMINAL JUSTICE DEPARTMENT AT THE UNIVERSITY OF WYOMING WILL MAKE ALL EFFORTS TO ACCOMMODATE STUDENT DISABILITIES, IT SHOULD BE NOTED THAT INDIVIDUAL AGENCIES MUST MAKE THEIR OWN INDIVIDUAL ASSESSMENTS AS TO THE CAPACITY OF STUDENTS TO COMPLETE INTERNSHIPS WITH THEIR AGENCIES.

**PLEASE REMEMBER YOU ARE REPRESENTING THE UNIVERSITY OF WYOMING AS WELL AS THE CRIMINAL JUSTICE DEPARTMENT. IT IS IMPORTANT THAT YOU CONDUCT YOURSELF WITH PROFESSIONALISM AND INTEGRITY.**

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## Internship Agency Contact Letter & Agreement Form

The Criminal Justice Department at the University of Wyoming would like to thank you for your consideration in allowing a student to complete an internship with your organization. We strongly believe that internships provide a valuable educational opportunity for our students, which compliments their classroom learning and helps prepare them for their professional careers. To help in your decision, we have included a list of frequently asked questions about the internship process.

*Do you screen students to determine if they are suitable to complete an internship?*

No, we are not able to screen students to determine if they are a suitable fit for your organization. As such, we strongly encourage you to evaluate potential interns before agreeing to accept them into your organization. Depending on the nature of your organization, this screening process might include a personal interview with the prospective intern, a criminal background check, and reference checks to include personal, professional, and academic references.

*How long will the internship last?*

The length of the internship is determined by the number of credit hours the student enrolls in. The University of Wyoming requires 40 agency contact hours per 1 hour of university credit. For example, if a student wishes to earn 3 credit hours, he/she must complete 120 agency contact hours.

*Do we have to pay interns?*

No, most internships are not paid positions. However, if your agency has the available funds there are no restrictions on paying interns a stipend to help defray the costs associated with the internship.

*If we decide to accept the student as an intern, what will be required of our agency?*

The most important thing that we ask is for you to provide the student with a valuable learning experience by allowing him/her to observe and participate in a variety of activities related to the mission of your organization. We know that you are very busy, so we do our best to keep required paperwork to a minimum. The *student* is required to submit a timesheet and summary of activities form to the internship coordinator each week. If any concerns arise, you may be asked to review these documents to help us ensure their accuracy. In addition, you will be contacted periodically throughout the semester to provide your feedback on the student's performance in their internship.

*What should we do if we have a problem with the intern?*

In the vast majority of cases internships are very successful and found to be beneficial for both the student and agency. However, we recognize the potential for problems to arise between the agency and the intern. Most problems tend to be relatively minor and can be settled by talking with the student directly. However, if more serious concerns emerge, we would ask that you contact the internship coordinator to help resolve the issue. If the issue cannot be resolved, you can revoke the internship at any time.

Again, we want to thank you for your consideration in allowing a student to complete an internship with your organization. If you have any further questions about the internship process at the University of Wyoming, please do not hesitate to contact us.

Sincerely,

Eric Wodahl  
Internship Coordinator  
Dept. 3197, 1000 E. University Ave.  
Laramie, WY 82071-3197  
(307) 766-3803  
[ewodahl@uwyo.edu](mailto:ewodahl@uwyo.edu)

Shane Stone  
Outreach Internship Coordinator  
125 College Drive  
Casper, WY 82601  
(307) 268-2930  
[sstone7@uwyo.edu](mailto:sstone7@uwyo.edu)

### AGENCY AGREEMENT

*By my signature I stipulate my agency's understanding of the Department of Criminal Justice's internship process and requirements and agree to do our best to provide the student with a productive internship opportunity.*

Name of Student: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Agency Supervisor: \_\_\_\_\_  
(Signature)

Agency Supervisor: \_\_\_\_\_  
(Printed Name)

Date: \_\_\_\_\_