

CRIMINAL JUSTICE 3970 – INTERNSHIP APPLICATION

QUALIFICATIONS

To be eligible for the internship, students must:

1. Be a declared Criminology and Criminal Justice major or minor at UNO.
2. Have completed **at least 75 credit hours** prior to the internship.
3. Have completed **12 CJ credit hours** (or **9 if a CJ minor**) before the internship.
4. Have a **minimum cumulative GPA of 2.50** by the end of the semester before the internship.

REQUIREMENTS

Students must:

1. Complete a **minimum of 160 internship hours** during the semester (approx. 10–12 hours/week). Note: these hours **cannot** be applied toward any other internship at UNO or another institution.
2. **Review the course syllabus and other information** before starting.
<https://www.unomaha.edu/college-of-public-affairs-and-community-service/criminology-and-criminal-justice/undergraduate-programs/undergraduate-internships.php>
3. Coordinate a schedule with your agency supervisor.
4. Provide their own transportation.
5. Maintain a **daily log** of hours, activities, and reflections connecting the experience to coursework and career goals. The log is due at the end of the semester turned in to the Internship Coordinator.
6. Create and present a **short PowerPoint presentation** summarizing the internship, key experiences, and advice for future interns.

APPLICATION PROCESS

1. **Complete the attached application**, ranking your top 4 agency preferences on the back page where noted. Other internship options can be explored but must be approved by the Internship Coordinator.
2. Email the completed form to **Advisor Kristen Plowick** at kplowick@unomaha.edu. Be sure your **contact information** is current (phone, email, address).
 - Applications should be submitted **early in the semester prior** to the intended internship semester (ideally before priority registration). Please see due dates on the next page.
 - **Some Federal internships** require applications **6–8 months in advance**.
3. Internship placements will be arranged **2–3 months prior** to the semester (longer for federal placements).
4. If your plans change and you no longer wish to participate, **immediately notify Dr. Scott Sasse** at ssasse@unomaha.edu to withdraw your application to allow another intern the opportunity.
5. Once Advisor Kristen Plowick approves your application, you will reach out to Dr. Scott Sasse (ssasse@unomaha.edu) to set up your internship.
6. Once your agency approves your internship, you will have your supervisor confirm this with Dr. Sasse and Kristen Plowick will send you a code so you may register for three hours of internship credit (CRCJ 3970) under the Pass/No Pass option.

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

APPLICATION FOR CRIMINAL JUSTICE INTERNSHIP

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

Name _____ NU ID Number _____

Phone _____ Email _____

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

International Student: ☐ Yes ☐ No

Semester 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 1-4*

(For an explanation of possible duties, see <https://www.unomaha.edu/college-of-public-affairs-and-community-service/criminology-and-criminal-justice/undergraduate-programs/internship-list.php>)

Community Corrections

____ Council Bluffs Probation and Parole 4th District
____ Douglas County Adult Drug Court
____ Douglas County Community Corrections
____ Nebraska State Adult Parole
____ Nebraska State Adult Probation
____ Nebraska State Juvenile Probation
____ United States Adult Probation and Pretrial Services

Institutional Corrections

____ Douglas County Corrections
____ Omaha Correctional Center
____ Nebraska Dept. of Corrections Admin. Office
____ Nebraska Diagnostic and Evaluation Unit
____ Nebraska State Penitentiary
____ Nebraska Work Release Center
____ Sarpy County Detention Center

Law Enforcement

____ Bellevue Police Department
____ Douglas County Sheriff
____ FBI (*Summer only*)
____ Hall County Sheriff
____ Homeland Security (*Summer only*)
____ Lancaster County Sheriff
____ Lincoln Police Department
____ Nebraska State Patrol
____ Omaha Police Department
____ Sarpy County Sheriff
____ UNO Campus Police
____ U.S. Citizenship and Immigration Service
____ U.S. Marshal's Service
____ CIT Behavioral Science Lutheran Family Services*

Legal/Courts

____ Douglas County Court
____ Douglas County Public Defender's Office
____ Legal Aid of Nebraska
____ Legislative Judiciary Committee (*Spring term only*)
____ Nebraska Appellate
____ Nebraska Attorney General, Consumer Protection Division
____ Nebraska State Court Administrator
____ Office of Public Guardian/Nebraska Supreme Court
____ Sarpy County Attorney's Office

Victim Assistance

____ WCA Women's Center for Advancement
____ Omaha/Douglas Victim Assistance Unit
____ Sarpy County Victim Assistance Unit
____ Voices of Hope (Rape/Spouse Abuse Crisis Center)

Youth/Juvenile Services

____ Juvenile Assessment Center
____ Sarpy Co Juvenile Justice Center
____ Project Harmony (Child Advocacy Center)
____ Juvenile Justice Institute
____ Douglas/Sarpy County Juvenile Drug Court
____ Nebraska Child Protective Services
____ Nebraska Juvenile Justice Association
____ Nebraska Juvenile Services Office
____ YES House

Other

____ Nebraska Crime Commission
____ Nebraska Department of Insurance, Fraud Division
____ Nebraska Emergency Management Agency (*State FEMA*)
____ Nebraska State Ombudsman's Office
____ Other (*Check with Internship Coordinator*)
Name of agency and contact info: _____