

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).
 - o 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.
 - o **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 Appleseed
- ____ 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: _____