

CRIMINAL JUSTICE 3970 – INTERNSHIP APPLICATION

QUALIFICATIONS

1. Declared UNO Criminology and Criminal Justice 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 during the semester. **Note** that the 160 hours of work completed for this internship cannot be used toward any other internship at UNO or any other academic institution.
2. Review the course syllabus and other course information (<https://www.unomaha.edu/college-of-public-affairs-and-community-service/criminology-and-criminal-justice/undergraduate-programs/traditional-internships.php>) prior to starting your internship.
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 journal on your internship experience in which you integrate your experience with what you have learned in the classroom. The journal should contain weekly entries of your experiences.

APPLICATION PROCESS

Please fill out the attached application form and rank your choices of agency placements (top four). This form should be turned in to the School of Criminology and Criminal Justice early in the semester preceding the semester you plan to do the internship (preferably before priority registration). Note: A very early application is required for some federal agencies (approximately 6-8 months prior to the internship). Submit this form to Advisor Katie Hansen at kehansen@unomaha.edu

The process will begin to arrange your internship 2-3 months prior to the start of the semester you plan to intern (6+ months for a few federal agencies). Please carefully plan your schedule to include the internship. If your situation changes and you no longer wish to be considered for an internship, please contact the internship coordinator, Kim Retzlaff at kretzlaff@unomaha.edu and withdraw your application immediately to allow another intern the opportunity.

You will be contacted by the Internship Coordinator and will be given more specific information in order to set up your internship (make sure to leave your current phone number, address, and e-mail address). You will then 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*

(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

- ___ 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

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

- ___ Douglas County Sheriff
- ___ FBI (*Summer only, apply directly to FBI by Sept. 15 at: www.fbijobs.gov/students/undergrad*)
- ___ Hall County Sheriff
- ___ Homeland Security (*Summer only, in Wash., D.C.; apply by Sept. 15; see Internship Coordinator*)
- ___ 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

- ___ American Civil Liberties Union
- ___ 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

- ___ Omaha Fire Department
- ___ Nebraska Crime Commission
- ___ Nebraska Department of Insurance, Fraud Division
- ___ Nebraska Emergency Management Agency (*State FEMA*)
- ___ Nebraska State Ombudsman's Office