

## COVER SHEET FOR CCJ 4940 AND PLA 4941 APPLICATION

(Please read instructions before completing the application. **Do not affix a copy of the instructions to your application packet**)

### **Application Procedure:**

**Students must apply for their internship no later than the semester prior to when they will intern.**

Students applying for an internship must submit a completed application packet which includes the following:

1. Application Form.
2. A current resume of work, education, and volunteer experiences. If you have any questions, please contact UWF's Career Services for assistance.
3. A typed personal statement, typically two (2) double-spaced pages in length. This introduction is intended to provide the placement site supervisor with a brief overview of the potential intern.

Students are required to submit the completed application packet to the Internship Coordinator, Building 85/Room 133B, **prior** to the deadline (see website for application deadline). Students should retain a copy of their completed packets for their own files.

**Students should be aware that the application is not confidential and will be shared with prospective placement sites and with the Criminal Justice and/or Legal Studies faculty. Providing false information on the application will disqualify the applicant from participation in an internship.**

Due to the lengthy application process and background checks, students applying for a **federal** placement **must apply no later than one year prior to beginning their internship.**

### **Placement Process:**

Each student applying for an internship will meet with the Internship Coordinator. The purpose of this interview is to:

1. Review the completed application packet.
2. Complete an academic review to determine eligibility to enter an internship placement.
3. Discuss student's preference for field of practice and potential placement sites. The student's top three (3) placement site preferences will be noted. Whenever possible, the student will be placed in one of the three (3) preference sites, however the Internship Coordinator is responsible for the final determination.
4. Discuss any questions the student has regarding the internship.

Students are **not** to contact placement sites to arrange placement unless specifically requested to do so by the Internship Coordinator. If the placement site supervisor agrees to interview the student, the student's internship application is sent to the agency via fax. After the interview, should either the placement site supervisor or the student decline the placement, the Internship Coordinator should be contacted as soon as possible to arrange an alternative placement.

**The faculty of Criminal Justice and Legal Studies recognizes a significant responsibility to the community, the Criminal Justice and Legal professions, and the student, in approving any individual for an internship experience. The faculty reserves the right to exercise discretionary judgment regarding the student's professional values, ethics, orientation to the profession, and appropriate level of skill for a beginning professional. Application for an internship placement is contingent upon faculty review related to the readiness to assume the responsibilities inherent in the internship experience.**

#### **Minimum Eligibility Requirements:**

1. Criminal Justice Students must have a minimum overall G.P.A. of 2.5 and a minimum G.P.A. of 2.0 in the major.
2. Legal Studies Students must have a minimum overall G.P.A. of 3.0 and a minimum G.P.A. of 3.0 in the major.
3. Students must complete all prerequisites prior to entering an internship. For CJ majors, you must complete at least 2 core CJ classes and at least 2 additional CJ classes for a total of 12 hours before applying for an internship. For LS majors, you must complete CCJ 3060, PLA 4263, PLA 4204, and PLA 4103 before you submit your application.
4. Be advised that **most** criminal justice and legal studies internship placements require a **criminal background check. Students with prior criminal convictions should be aware that their record will limit the number of potential placement agencies.** Some agencies require that the student absorb the cost of their criminal background check.
5. Students must complete the internship hours in one semester (the hours must be completed by the end of the week before Finals Week); any exceptions must be approved by the Internship Coordinator.

## **PERSONAL STATEMENT INSTRUCTIONS**

PLEASE WRITE A BRIEF PERSONAL STATEMENT, WHICH WILL SERVE AS A PROFESSIONAL INTRODUCTION OF YOURSELF FOR THE SUPERVISOR TO READ PRIOR TO THE FACE TO FACE INTERVIEW. INCLUDE SUCH INFORMATION AS:

1. SPECIALIZED TRAINING, KNOWLEDGE, AND/OR EXPERIENCE RELEVANT TO THE INTERNSHIP
2. WORK OR VOLUNTEER EXPERIENCE
3. INTERESTS
4. MOTIVATION FOR ENTERING CRIMINAL JUSTICE/LEGAL STUDIES FIELD
5. GOALS

Please limit your personal statement to two, double-spaced, typed pages or less.

University of West Florida  
College of Professional Studies  
Department of Justice Studies  
**Justice Studies Internship Application**

STUDENT INFORMATION:

STUDENT NAME: \_\_\_\_\_

UWF ID NUMBER: \_\_\_\_\_

UWF E-MAIL ADDRESS: \_\_\_\_\_

LOCAL MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PERMANENT HOME ADDRESS (if different from local address):  
\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ (CJ-min. 2.5, LS-min. 3.0)

Major GPA: \_\_\_\_\_ (CJ-min. 2.0, LS-min.3.0)

Classification (year in school) \_\_\_\_\_ Semester you plan to graduate: \_\_\_\_\_

I request placement for \_\_\_\_\_ credit hours during the \_\_\_\_\_ semester of \_\_\_\_\_.  
(#) (Fall, Spring, Summer) (Year)

Faculty Reference: \_\_\_\_\_

EDUCATIONAL EXPERIENCE

Academic Major:

Criminal Justice

Legal Studies

Social Work

Interdisciplinary Social Sciences,  
Children and Society

Other (specify):  
\_\_\_\_\_

List Minor(s) (if applicable):  
\_\_\_\_\_



List any degrees, certificates, or special training you already have that would be useful in this placement:

\_\_\_\_\_  
\_\_\_\_\_

Are you bilingual? Yes \_\_\_\_ No \_\_\_\_ If yes, what language?

How proficient are you? \_\_\_\_\_

Current Place of Employment \_\_\_\_\_

Position Title \_\_\_\_\_

Days/Hours you work \_\_\_\_\_

Any potential for conflict of interest? \_\_\_\_\_

In which field of criminal justice or legal studies do you wish to work following graduation? (i.e. policing, corrections, probation/parole, juvenile justice, victim advocacy, paralegal, child advocacy, Guardian Ad Litem, law school, court administration, etc.) List your top 3 preferences, in order.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Internship placement supervisors will frequently ask the Internship office about a prospective intern’s history regarding substance abuse and/or previous legal involvement, including serious or multiple driving violations. While this does not preclude placement, it is imperative that the Internship office have this information prior to beginning the placement process. Do you need to discuss these issues with the Internship Coordinator?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you have any questions about events from your past which may prevent you from passing a background check, please contact the School of Justice Studies and Social Work Department of Justice Studies Internship Coordinator in building 85, room 133B or at (850) 474-2365.

Please list any Limitations/Special Accommodations which may impact your internship:

\_\_\_\_\_  
\_\_\_\_\_

**Student Checklist and Application Attachments:**

- \_\_\_ Completed and Signed Application
- \_\_\_ Signed Internship Informed Consent Agreement
- \_\_\_ Current Resume
- \_\_\_ Personal Statement

I hereby agree to:

1. Complete 200/400 clock hours by the last day of classes at the placement site for a 3/6 credit-hour Internship (a different form is required if this does not apply to you).
2. Abide by the placement site's rules, regulations, and policies.
3. Inform the Internship Coordinator of any changes to the above contact information or any changes pertaining to the Internship.
4. Maintain a professional attitude toward work and the work environment.
5. Assume responsibility for punctual and accurate preparation of reports, records, and other materials requested by the internship placement site supervisor.

**I hereby attest that all of the above statements are true, correct, complete, and made in good faith. I understand that any false statements or failure to comply with the terms of this agreement may result in denial of permission to participate in the Internship Program or result in termination from the Program and loss of any academic credits.**

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

STUDENT INTERNSHIP AND INFORMED CONSENT AGREEMENT  
For Criminal Justice and Legal Studies Internships

This statement affirms my understanding of the conditions under which I am applying for an Internship in the School of Justice Studies and Social Work at the University of West Florida (UWF). I acknowledge that I have read the complete description and requirements of the Internship Program and voluntarily accept all risks associated with the Program.

I understand that in order to participate in the Internship Program I must fulfill two basic requirements.

As a Criminal Justice Major, **first**, I must have completed a minimum of six semester hours in the criminal justice core courses (CCJ 3014, CCJ 3024, CCJ 3060, CCJ 4700 and CJC 4010, CJE 4110, CJL 3510), with a grade of “C” or better. **Second**, I must have a minimum overall grade point average of 2.5 and a major grade point average of 2.0 and/or permission from the Internship Coordinator.

As a Legal Studies Major **first**, I must have completed Evidence, Ethics and Justice System, Legal Research and Writing, and Civil Procedure with a grade of “C” or better. **Second**, I must have a minimum overall grade point average of 3.0 and a major grade point average of 3.0 and/or permission from the Internship Coordinator.

I understand that in order to fulfill the academic requirements of the Internship Program, I must (1) complete all required assignments in a satisfactory and timely fashion, (2) turn in the required mid-term and final evaluations, and (3) receive satisfactory evaluation(s) from my Placement Site Supervisor.

I understand that during my Internship period, all arrangements for alterations or modifications in my internship work assignment must be approved by the Internship Coordinator in advance.

I further understand that by participating in this Internship I must abide by the rules and regulations of the organization with which I am interning and I will not be identified as anything other than a “Student Intern.”

I further understand that UWF is not an agent of, and has no responsibility for any third party which may provide any services including food, lodging, travel, or equipment associated with the Internship.

I further agree that UWF and its personnel are only responsible for the general supervision of the educational aspects necessary to provide an appropriate internship opportunity and that it cannot and does not guarantee my personal safety. I agree that my safety is primarily dependent upon me taking proper care of myself and I agree not to place myself or allow myself to be placed in dangerous situations.

I also understand UWF does not provide personal accident/health insurance coverage for participants of internship programs, and that I may be personally responsible for any medical costs that may directly or indirectly result from my participation in this Program.

I further agree that if I drive or provide my own motor vehicle for transportation to, during or from the placement site(s), I am fully responsible for my own acts and for the safety and the security of my own vehicle. I accept full responsibility for the liability of myself and my passengers, and I understand that if I am a passenger in such a private vehicle, UWF and its personnel are not in any way responsible for the safety of such transportation and that any insurance UWF may have does not cover any damage or injury suffered in the course of traveling in such a vehicle.

Further, I agree to release the University of West Florida, the UWF Board of Trustees, and the School of Justice Studies and Social Work, their agents, representatives and employees from all legal liability for any injury or property damage that I may cause during the performance of my activities, directly or indirectly related to my participation in this Program.

I hereby knowingly accept these conditions under which I have made my application for a Criminal Justice/Legal Studies Internship and acknowledge that this Agreement is intended to be as broad and inclusive as permitted by the laws of Florida and that if any portion is held invalid, it is agreed that the balance of the agreement shall continue in full legal force and effect. I have read, understand, and voluntarily sign this Agreement and agree to its contents.

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Print Student Name

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Student Signature

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Date

STUDENT INTERNSHIP AND INFORMED CONSENT AGREEMENT ADDENDUM

I hereby give informed consent to the University of West Florida Department of Justice Studies to disclose to potential internship supervisors/agency human resource officers/agencies any information regarding my academic status, internship eligibility, previous work/volunteer experience, field interests, age group interests, criminal history, physical/mental disabilities, medical situations, language issues and any other special needs that will assist in the planning of appropriate field education or would be relevant to my performance of criminal justice or legal studies activities. This information will be provided until an internship placement has been successfully secured. If I consent, the UWF Department of Justice Studies will not be held liable for any information disclosed to internship supervisors/agency human resource officers/agencies. The student has the right to rescind this consent at any time in writing to the University of West Florida / Department of Justice Studies Internship Office.

Please initial one below:

\_\_\_\_\_ Yes, I consent to the release of confidential information to third parties as described above.

\_\_\_\_\_ No, I do not consent to the release of confidential information to third parties as described above.

Consent Expiration Date: Twelve (12) months after date of signature.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_