

## CJC 390: Capstone Experience Internship

Are you ready to explore internship opportunities? To get started with the internship process, you must meet these following requirements and follow these steps:

### Requirements

- x Must be a full-time student in good academic standing
- x Credits can be earned through a CJC major/minor
- x Must be rising junior standing (60 credits) to apply for major/minor credits
- x Must have already taken four or more CJC courses
- x 100 hours per 3 credits
- x Students may need an eligibility letter to be completed by Dr. Watkins

### Internship Search Process

- x If you do have an internship lined up:
  1. Contact Dr. Watkins prior to registration and inform him that you have an internship locked-in for the next semester. He will enroll you in CJC 390 for the upcoming semester.

## Frequently Asked Questions

1. How do I find an internship posting?
  - x First, think about what area you are interested in experiencing as an intern. Peruse this document and select a handful of agencies/organizations. You may also find internship postings online. As long as the internship is related to social issues in society, it should be acceptable for internship credit.
  - x Second, go to the agency/organization websites that interest you to find more about current internship opportunities. Note any deadlines and the contact information for internship coordinators. Never reach out to an agency/staff member in an informal way. If this information is not current on their webpage and you would like to reach out and ask a question about the internship prior to applying, make sure that you are formal in your correspondence.
  - x Finally, you can email Dr. Watkins and he will provide you with a document of agencies/organizations that *may* be hiring undergraduate interns. You can also check the CJC internship webpage for this document.
2. I am not interested in an internship with agents of the criminal justice system (i.e., police, courts, and corrections). Can I still get credit for a non-CJ internship?
  - x Maybe. We understand that not everyone wants to go and work directly in the criminal justice system. While working for local, county, state, and federal CJ agencies is an option, students can also get credit for an internship with an agency/non-profit/organization whose work falls under the social justice-adjacent realm. If the internship is tangentially related to CJ through many of the social ills in society that often are related to crime, it is very likely that this internship is acceptable for CJC 390. If a student is concerned that their chosen internship may not meet this criterion, they should reach out to Dr. Watkins.
3. Can I fulfill CJC 390 with an internship outside of Chicago