



## 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

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

### Internship Search Process

- 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. Once enrolled, you will receive information about CJC 390 via email prior to the beginning of the semester.
- If you do not have an internship lined up:
  1. Review the Frequently Asked Questions below and begin your search for an internship. Students are responsible for securing an internship on their own. Remember that some internships require that students submit applications early in the semester preceding their intended placement. Early applications increase your likelihood of obtaining a placement in many agencies/organizations/non-profits.
  2. Contact Dr. Watkins prior to the semester beginning and inform him that you would like to register for CJC 390 for the next semester. He will enroll you in CJC 390 for that semester. Once enrolled, you will receive information about CJC 390 via email prior to the beginning of the semester.
    - If you are successful in securing an internship, this initial email will explain exactly what is expected of you to document your internship experience.
    - If you are unsuccessful in securing an internship by the first week of classes for the semester that you are registered, contact Dr. Watkins to inform him that you did not secure an internship. You **must** drop CJC 390 for the semester.
      - It is important for you to understand that you may not find an internship during the semester that you expect to have one. Knowing this, students should begin this process during their junior year so they do not run out of time. If you cannot secure an internship, it is your responsibility to fulfill all major requirements (i.e., to then take CJC 399: Senior Capstone) and university requirements (i.e., to then take an engaged learning course in another department) before your anticipated graduation date.

## Frequently Asked Questions

1. How do I find an internship posting?
  - 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.
  - 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.
  - 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?
  - 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 or outside of Illinois?
  - Yes. Students who live out of state during the summer months are able to fulfill CJC 390 with an internship in another jurisdiction as long as the internship meets the social justice-adjacent requirement.
4. If I take the internship in the summer, do I have to pay for summer credits?
  - Yes. Students who have secured an internship for the summer are required to register for CJC 390 in a summer semester. The Bursar's Office will charge students' accounts ~\$900 per credit hour for tuition. Students should then expect to pay the cost of the 3- or 6-credit hour course.
5. What happens if my summer internship does not align with the Summer I/Summer II course schedule?
  - This is not a problem as long as you begin the internship before the summer session in which you are enrolled. Contact Dr. Watkins and he will assist you with registering for the appropriate session.
6. What major/university requirements does CJC 390 fulfill?
  - CJC 390 is an approved "Engaged Learning" course fulfilling Loyola's engaged learning requirement. CJC 390 is also a substitute for the required CJC 399: Senior Capstone course for all CJC majors.
7. Is CJC 390 a graded or pass/fail course?
  - The CJC internship course is a graded course based on weekly journal entries, a supervisor evaluation of the student's performance, and a final reflection paper.
8. Is it possible to get credit for a 3-credit hour internship after completing a 3-credit hour internship previously?
  - Yes. Students may take CJC 390 twice; using the first 3-credit hours for the university Engaged Learning and Senior Capstone requirements, and a second 3-credit hours for CJC major/minor elective credit. Majors/minors are only allowed to count up to 6 internship credit hours toward their degree.
9. I already completed an internship during another semester and did not register for credits. Is it possible to register for CJC 390 during a current semester and count that internship for the course?
  - No. A student must be enrolled in CJC 390 during the same semester that they complete the internship.
10. How do I write a cover letter and create a resume?
  - Google is your friend. Use the many templates online for properly formatted cover letters and resumes. Be honest in your letter and your resume, and use formal language.