

School of Public Affairs
University of Colorado Colorado Springs
BACJ Internship Manual

Revised 6-13-18

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INTRODUCTION

Internship experiences in the field of criminal justice serve multiple purposes. The UCCS BACJ intern will develop self-directed learning skills and gain a better understanding and appreciation of knowledge gained in the classroom, and be exposed to and better understand the complexities of the criminal justice system.

Toward that end, the following is a list of goals and objectives of the criminal justice internship:

- I. To provide the UCCS BACJ intern with insight into the day-to-day activities of criminal justice and social service agencies and organizations and to provide a realistic perspective of the complex nature of such agencies and organizations;
- II. To provide the intern a greater appreciation of knowledge gained in the classroom and a realization of the importance of that knowledge as it applies to the administration of criminal justice;
- III. To provide the intern with a sense of career orientation by creating a heightened sense of desire for their chosen field; and
- IV. To enable the student to assess his/her skills and abilities against tasks of real-work situations.

Interning in criminal justice and social service agencies and organizations may also serve to provide the student with connections for future employment opportunities, or simply help the

intern decide on a specific area of interest. UCCS BACJ internships will not generally be paid positions.

Internships provide all students with an opportunity to integrate academic studies with the day-to-day operations with a criminal justice agency or organization. During an internship, students are similar to employees of the agency or organization. They are assigned duties by their supervisor and are expected to relate to that supervisor as any employee would. While interns are not actual employees, supervisors do expect some return on their investment in students and do assign work that is beneficial to the agency/organization, and critical to the students learning in a “real world environment”.

WHO IS ELIGIBLE?

To be eligible for an undergraduate BACJ internship, a student will have completed a minimum of 60 University credits. Students will also have completed a minimum of 18 hours of BACJ coursework, including CJ 1001 and CJ 2041, prior to being allowed to participate in an internship. If you have any questions regarding these core classes, please feel free to contact the Internship Coordinator to clarify the exact requirements. Internship Coordinator, Mr. Rod Walker oversees all law enforcement and the El Paso County District Attorney’s office internship requests. Internship Coordinator, Dr. Henriikka Weir oversees all other internship requests. Students applying for an internship must provide the Internship Coordinator with an unofficial UCCS transcript confirming completion of the minimum University credits and prerequisites. The Internship Coordinator may waive the BACJ requirements on a case by case basis if the student has at least one year of full time paid criminal justice work related experience. The Internship Coordinator may also approve hours worked as a volunteer within an internship agency prior to registering for the internship. The hours may be counted only if they are completed within the previous semester (i.e., a student works as a volunteer with an internship agency during the spring term and registers for the internship during the summer term, the additional hours worked as a volunteer during spring term may count toward the summer internship. The hours will not count toward a fall internship.

Students minoring in Criminal Justice may also complete an internship. Students must provide a copy of unofficial transcript confirming completion of 9 hours of course work including CJ 1001 and CJ 2041 prior to requesting placement.

Internship placements are first reserved for BACJ students. CJ minors will be considered on a case by case basis, as determined by internship placement availability and approval of the Internship Coordinator.

Students must complete the Internship Application and return it to the Internship Coordinator, along with a resume. The Internship Coordinator will submit the application and resume to the appropriate internship agency for consideration and approval. **The application must be typed (no hand written applications will be accepted).** Once a student has been accepted for an internship, the Internship Coordinator will provide the student with a permission number to enroll in the course.

Many agencies, especially federal agencies and law enforcement organizations, do not allow students with criminal records or drug use within the past five to seven years to participate in internships. Further, for a number of federal and local law enforcement agencies, a complete background check, including credit check, will be required. As such students should begin the process of applying for an internship at least two months before the start of the semester.

HOW TO GET AN INTERNSHIP

A student's first step in getting an internship is to consider personal career aspirations. Students should make a general decision about the field of interest (i.e. corrections, courts, law enforcement, law, victim services, crime prevention etc.). The student should meet with the Internship Coordinator to discuss internship options. The Internship Coordinator has developed an internship database which will aid the student in determining which agency best fits his/her interest. Students may consider agencies from the database or, after discussing internship options with the Internship Coordinator complete an internship with an agency not listed in the database. The student must make contact with the agency to confirm the agency is willing to oversee an internship. The student must provide the Internship Coordinator with the name, address, phone number and e-mail address of the agency contact person, in order for the Internship Coordinator to confirm the agency is willing to enter an internship agreement with the School of Public Affairs. The agency must be approved by the Internship Coordinator. Students may proceed with the internship after all appropriate paperwork with the agency and the Internship Coordinator is approved and completed. The student must provide the agency with the Internship Agreement noted on page 15 of this manual.

The initial contact with the potential agency should answer the following questions:

1. Does the agency/organization provide internship opportunities?
2. If not, would the agency/organization consider an internship program?
3. Are there any special conditions associated with the agency's/organization's internship program?
4. Is the agency willing to sign an internship agreement?

The internship position interview is crucially important, and the student should be prepared to ask questions and to show genuine interest in the agency/organization. The student should wear appropriate professional attire for the interview. After receiving a response from these preliminary contacts, the student should discuss what has happened with the Internship Coordinator who will, in turn, contact the agency/organization to make final arrangements and commitments.

TYPES OF AGENCIES/ORGANIZATIONS

The types of agencies/organizations with which the student can do a UCCS BACJ internship are extensive and are decided, to a large extent, by the student, upon approval by the Internship Coordinator. Typically, UCCS BACJ internships are done in the areas of courts, law enforcement agencies, corrections, law firms, social service agencies, and victim rights organizations.

The UCCS BACJ School of Public Affairs has developed a database of agencies and organizations that are available for internships. The database will continue to expand as more agencies / organizations become available. This list will be a good place to start, but, if the student has interest in an agency or organization that is not on the list, we will certainly look into the possibility of internships with that agency/organization.

AGENCY REQUIREMENTS

Requirements vary from agency to agency. Be prepared to face interviews, psychological exams, physicals, polygraphs, background investigations, including financial and drug screenings. Each agency will determine whether you pass or fail their required tests.

PERSONAL/PROFESSIONAL RESPONSIBILITIES OF UCCS BACJ INTERNS

Agencies that host criminal justice internships place great emphasis on the need for privacy, confidentiality, and personal integrity. Therefore, for a student to successfully complete an internship with a criminal justice agency or organization, the student must be able to demonstrate high levels of maturity and integrity. Additionally, UCCS BACJ interns must possess the emotional stability necessary to deal with the kind of unpleasant situations that are occasionally encountered in the criminal justice system. To facilitate good rapport with the agency/organization, interns must also have good listening and interpersonal skills. All UCCS BACJ interns must abide by the following rules:

1. Always dress appropriately;
2. Do not use profanity, regardless of what others are doing;
3. Always be on time and do not leave early;
4. Do not allow yourself to be put into dangerous situations;
5. Do not become involved in office gossip;
6. Ask questions and show enthusiasm;
7. Do not discuss sensitive information with people outside your office;
8. Do not become argumentative or disrespectful; and
9. Be honest and forthright about any unusual situations.

All BACJ student interns and CJ minors are required to complete a minimum of 160 clock hours to earn 4 University credits. Students are required to type and keep a daily journal containing a summary of daily duties and accomplishments. The daily journal must include the date, starting and ending time and the total hours worked for the day. Additionally, the supervisor overseeing the internship must sign the "Verification of Hours" form confirming the total hours completed.

MUTUAL RESPONSIBILITIES

The primary responsibility of the internship agency or organization is to permit the student to observe the central functions of the agency or organization. Other responsibilities of the

internship agency or organization are to schedule student's work; to mentor and direct the student's work; to evaluate the student's work; and to ensure that the intern's experience is productive.

It is the responsibility of the student to immediately contact the Internship Coordinator if the student believes that the agency is not fulfilling major programmatic responsibilities or if other issues arise that are deemed to be serious by the student. While no simple solutions exist for these types of problems, the Internship Coordinator will work with the student to remedy the situation.

Conversely, should the student fail to fulfill his/her responsibilities, the internship may be terminated. Examples of infractions which may require action are: the student not showing up for assignments; the student engaging in behavior deemed inappropriate by the agency or organization; engaging in illegal or immoral behavior, as determined by the agency or organization; or not performing duties as requested by the agency or organization.

ACADEMIC COMPONENT

The internship program offers BACJ students and students minoring in CJ an opportunity to gain marketable experience while earning four credit hours toward their major requirement.

In addition to the work performed at the agency, students are required to complete the academic assignments listed in the Internship Required Activities and Materials.

UCCS BACJ INTERNSHIP PROCESS

Preparing for the internship:

1. Students will assess their interests within Criminal Justice and their career goals.
2. Students will arrange to meet with the Internship Coordinator to discuss internship opportunities.
3. Students will complete the " Internship Application" form and return to the Internship Coordinator at least two months before the start of the semester in which the student plans to complete the internship. If the student is interested in a federal internship, the application must be submitted at least three months before the start of the semester. Students will also need to complete a federal application.
4. If the student is pursuing an internship with an agency not listed in the Internship Manual, the student will arrange to have the "Internship Agreement" form completed by the agency and returned to the Internship Coordinator.
5. Complete and submit to the Internship Coordinator the Certificate of Insurance for Academic Experience Form.

Internship Credit: 4 credit hour minimum / 8 credit hour maximum

Students majoring in criminal justice must enroll in an initial minimum 4 credit hour internship. Students enrolled in the initial required 4 credit hour internship must complete

160 clock hours of internship work. A student may register for more than 4 credit hours during the initial internship. For each additional 1 hour credit, students must complete an additional 40 clock hours per credit hour. Therefore, if a student wishes to complete 6 credit hours during the initial internship, the student must complete 240 clock hours of internship work. If you have any questions regarding credit hours or the clock hours associated with the internship, please contact the Internship Coordinator. The maximum credit hours a student may complete as part of the internship is 8.

Internship Credit Hours:

1 hour of internship credit requires completion of 40 clock hours.

2 hours of internship credit requires completion of 80 clock hours.

3 hours of internship credit requires completion of 120 clock hours.

4 hours of internship credit requires completion of 160 clock hours.

5 hours of internship credit requires completion of 200 clock hours.

6 hours of internship credit requires completion of 240 clock hours.

7 hours of internship credit requires completion of 280 clock hours.

8 hours of internship credit requires completion of 320 clock hours.

Student Internships Under Colorado Workers Compensation:

CRS 8-40-302¹. (7) (a) Any employer, as defined in section 8-40-203, who enters into a bona fide cooperative education or student internship program sponsored by an educational institution for the purpose of providing on-the-job training for students shall be deemed an employer of such students for the purposes of workers' compensation and liability insurance pursuant to articles 40 to 47 of this title.

(b) If the student placed in an on-the-job training program does not receive any pay or remuneration from the employer, the educational institution sponsoring the student in the cooperative education or student internship program shall insure the student through the institution's workers' compensation and liability insurance or enter into negotiations with the employer for the purpose of arriving at a reasonable level of compensation to the employer for the employer's expense of providing workers' compensation and liability insurance while such student is participating in on-the-job training with said employer. This paragraph (b) shall not apply to a student teacher participating in a program authorized pursuant to article 62 of title 22, C.R.S.

(c) As used in this subsection (7), "cooperative education or student internship program" means a program sponsored by an educational institution in which a student is taught through a coordinated combination of specialized in-the-school instruction provided through an educational institution by qualified teachers and on-the-job training provided through a local

¹ Colorado Workers' Compensation Statute

business, agency, or organization or any governmental agency in cooperation with the educational institution.

During the internship:

1. BACJ students will complete a minimum of 160 clock hours of work to earn 4 University credits.
2. Students will keep track of their daily hours worked. The supervisor from the agency/organization must complete the Verification of Hours form and submit it to the Internship Coordinator.
3. The student will also complete a daily journal summarizing work done. The journal must be submitted to the Internship Coordinator during the week prior to final exams.
4. The student should also keep a copy of these forms for their internship portfolio.

At the conclusion of the internship:

1. Interns are required to keep a daily journal which includes the date, times, and a description of the activities the intern engaged in each day of the internship (daily journals should be approximately ½ page typewritten on average). These journals will be included in the internship portfolio that will be handed in during the week prior to final exams and evaluated as part of the intern's grade.
2. The intern also needs to answer the questions noted in C. 3. of the Internship Required Activities and Material.
3. At the conclusion of the internship the supervisor at the sponsoring agency will complete an "Intern Evaluation Form."
4. All material (daily journal, text book answers, and supervisor's evaluation) is due to the Internship Coordinator during the week prior to final exams.

Grading criteria:

Grading is based on the agency evaluation of student performance, journal entries, submission of hours completed, and response to the questions noted in C. 3 of the Internship Required Activities and Material. A letter grade of "A" "B" "C" "D" or "F" will be assigned.

CONCLUSION

Internships give students the opportunity to work on enhancing their career goals by getting first-hand experience in their chosen field. It gives them the opportunity to determine if this is the type of work they wish to do. It also gives students an opportunity to build up contacts and start networking in their field. One of the goals of the internship is to help students transition to professional work life, they will be able to learn and implement those behaviors expected of professionals, including adherence to deadlines, conducting themselves in a professional manner with respect to dress and communication, and honoring commitments. The assignments that are included with the internship program through the School of Public Affairs

BACJ program will further give them the opportunity to apply the knowledge they have gained, and the experiences they have had, into academic output for credit toward their degree.

CONTACT INFORMATION FOR THE Internship Coordinator

Mr. Rod Walker
Senior Instructor
ACAD 318
University of Colorado Colorado Springs
School of Public Affairs
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733
rwalker4@uccs.edu
(719) 255-8145

Dr. Henriikka Weir
Assistant Professor
ACAD 307
University of Colorado Colorado Springs
School of Public Affairs
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733
hweir@uccs.edu
719-255-5121

University of Colorado Colorado Springs
School of Public Affairs
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733
Fax: 719-255-4183

Internship Required Activities and Material

- A. Activities Prior to Enrolling (All materials due two months prior to the start of the semester)
 1. Students must discuss internship placement with Internship Coordinator.
 2. BACJ students must provide a copy of unofficial transcript confirming completion of CJ 1001 (Intro to CJ) and CJ 2041 (Theory) along with completion of at least 60 hours of course credit, including 18 hours of CJ course work.
 3. Students minoring in Criminal Justice must provide a copy of unofficial transcript confirming completion of 9 hours of course work including CJ 1001 and CJ 2041 prior to requesting placement.
 4. Submit a resume.
 5. Obtain and complete UCCS BACJ Internship Application for Academic Credit form. **The application form must be typed. No hand written copies will be accepted.**
 6. Obtain Gordon & McBride, Criminal Justice Internships, Latest Edition.
 7. Review Chapters 1, 2, 3, and 4 of Gordon & McBride, then draft five learning objectives on the Internship Application for Academic Credit form.
 8. Complete and submit the Certificate of Insurance for Academic Experience Placement form with the Internship Application.
 9. The Internship Application for Academic Credit form will be sent to the internship agency supervisor by the Internship Coordinator for approval.
 10. The Internship Coordinator will provide student with a course registration number which will allow the student to register for the internship once the student has been approved by the internship agency.
 11. The student must register for an initial internship of not less than 4-credit hours. Students may register for up to 8 credit hours. Registration is the student's responsibility.

B. Activities after enrollment:

1. Punctual and dependable reporting to work placement
2. Make daily journal entries, including date and hours worked. Total hours at the end of the internship and have agency supervisor sign off verifying hours.
3. Meet with work place supervisor and Internship Coordinator during the semester as appropriate.

C. After Completion of Placement—Due week before final exams to Internship Coordinator for course:

1. Submit the journal along with documented hours to Internship Coordinator
2. Have work place supervisor complete evaluation and submit to Internship Coordinator
3. Address the following questions from Gordon & McBride
 - Chapter 6, questions 3, 4, and 5
 - Chapter 7, question 1, 4 and 7
 - Chapter 8, questions (For Interns in the Field) 1, 2, 3, and 4
 - Chapter 9, questions 2, 3, 4, 6, 7, 8, 9 and 10
 - Chapter 10, questions 1, 2, 4 and 5
 - Chapter 11, questions 1 and 3
 - Chapter 12, (Thinking About Your Agency) questions 1, 2 (Thinking About Yourself) questions 1, 2 and 3,
4. Submit the typewritten responses in # 3 above to Internship Coordinator the week prior to final exams.

D. General Information:

1. BACJ students and CJ minors must complete 160 clock hours of internship work to earn 4 upper division semester credit hours.

UCCS BACJ Internship Application

STUDENT INFORMATION

Student's Name: _____

Student Number: _____

E-Mail Address: _____

Local Address: _____

Local Telephone Number: _____

Date / semester available to start: _____

Days available to work: _____

I authorize the University of Colorado Colorado Springs, School of Public Affairs, BACJ program, pursuant to The Family Educational Rights and Privacy Act of 1974 (FERPA), to disclose Academic Information to the Internship Agency for evaluation of my request to complete an internship.

1. What type of experience / agency you would prefer?

2. Briefly list your skills / experience that you would offer the agency.

3. What do you hope to gain from you internship experience?

4. Please state how this internship will contribute to your education and your future career aspirations.

5. List five goals and objectives of the internship (Refer to Chapters 1, 2, 3, and 4 of the Gordon & McBride, Criminal Justice Internships, Latest Edition text).

Student Signature

Date

Internship Supervisor

Date

Signature of Internship Coordinator

Date

DEPARTMENT USE ONLY

_____ BACJ Major _____ 60 credit hours completed _____ 18 hours of CJ

_____ CJ 1001 and CJ 2041 completed Requirements waived _____

_____ BACJ Minor _____ 9 CJ hours completed

_____ CJ 1001 and CJ 2041 completed

**CERTIFICATE OF INSURANCE FOR ACADEMIC EXPERIENCE PLACEMENT
PLEASE FILL IN ALL BLANKS & PRINT REQUIRED INFORMATION**

STUDENT NAME (PLEASE PRINT or Type) _____

____/____/____
START _____

____/____/____
END _____

MAJOR _____

ACADEMIC DEPARTMENT _____

ACADEMIC SPONSOR _____

COURSE NAME _____

COURSE NUMBER _____

ACADEMIC CREDITS _____

PLACEMENT PROVIDER (COMPANY NAME) _____

PLACEMENT SUPERVISOR _____

WORKSITE STREET ADDRESS _____

CITY _____

STATE _____

ZIP _____

CHECK: INTERNSHIP PRACTICUM FIELD EXPERIENCE CLINICAL ISS²

TELEPHONE _____

TELEPHONE _____

During the placement, does the Work Site Pay the student? Provide Workers' Compensation?

*Your personal health insurance is required for your placement site should you be injured, or get ill, under circumstances **NOT** covered by workers' compensation.*

Personal Health Insurance: () Self () Student Health () Parents/spouse () Other () None

HEALTH INSURANCE PROVIDER NAME _____

POLICY NUMBER _____

____/____/____
EXPIRATION DATE _____

RISK MANAGEMENT

This information is provided to support your academic field placement experience. These guidelines are important and should be used in the event you are injured or become ill "on the job": at your placement site.

- **Please remember to observe safe work practices at your placement site.**
- If you are hurt **and it is an EMERGENCY**, get treatment at the nearest emergency room and then contact Jamie Duvall, at 719.255.3525, or James.Duvall@cu.edu Director Campus Operations, **as soon as possible and prior to any follow-up treatment:**
Location: DPS 102
- To activate coverage if you are injured within the course and scope of your placement/internship:
 - **Within four (4) days of the injury, AND prior to treatment**, contact James Duvall, Campus Risk Manager: 719.255.3525
 - You must be referred to one of the designated medical providers for treatment.
 - This should prevent you from incurring out-of-pocket expenses related to the injury.

PLEASE CONTACT James.Duvall@cu.edu; 719.255.3525 DIRECTLY IF YOU HAVE ANY FURTHER QUESTIONS, OR WANT CLARIFICATION. IF YOU LEAVE A VOICE MAIL MESSAGE, PLEASE REMEMBER TO SPEAK **CLEARLY AND SLOWLY** WHEN YOU STATE YOUR NAME AND TELEPHONE NUMBER.

I HAVE READ AND UNDERSTAND THIS INFORMATION.

SIGNATURE _____

____/____/____
DATE _____

Original to Academic Sponsor, copy to student & placement site
University of Colorado Colorado Springs

² **International Students** PLEASE OBTAIN RISK MANAGEMENT INITIALS _____

____/____/____
Date _____

School of Public Affairs
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733
Fax: 719-255-4183

UCCS BACJ Internship Agreement

Name of Intern: _____

Name of Agency: _____

Agency Address: _____

Name of Supervisor: _____

Supervisor's Phone Number: _____

E-Mail Address: _____

Starting Date of Internship: _____ Ending Date: _____

Title and Nature of Work Assignment:

Signature and Title of Sponsoring Agency Supervisor

Date

Signature of Internship Coordinator

Date

University of Colorado Colorado Springs
School of Public Affairs
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733
Phone: or 303-910-8416
Fax: 719-255-4183

BACJ Intern "Verification of Hours" Form

Name of Intern: _____

Name of Organization: _____

Name of Supervisor: _____

Internship Beginning / End Dates: _____

Credit Hours Enrolled? Total Hours Required: _____

(For each credit hour, students must complete 40 clock hours of internship work)

Total Hours Worked: _____

Comments:

Signature and Title of Sponsoring Agency Supervisor

Date

Signature of Intern

Date

Signature of Internship Coordinator

Date

University of Colorado Colorado Springs
School of Public Affairs
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733
Phone: or 303-910-8416
Fax: 719-255-4183

UCCS BACJ Intern Evaluation Form

Name of Intern: _____

Name of Organization: _____

Name of Supervisor: _____

Start Date of Internship: _____ End Date: _____

This form is used to evaluate the performance of our student as an intern in your organization and to help us determine the overall effectiveness of the internship program. Please complete the form as completely as possible and add comments where appropriate. This form will become part of the student's permanent files at the University. Please use additional paper if necessary. Prior to the end of the semester, the Internship Coordinator will contact the internship supervisor to discuss grading criteria.

1) What type of work has the intern done?

2) Has the intern been reliable (shown up on time, completed tasks properly, etc.) and been a general asset to your agency?

3) How would you characterize his/her attitude?

4) What are the intern's strongest attributes?

5) In what areas would the intern benefit most from improvement?

6) Please provide any other relevant comments about the intern.

7) Please check the appropriate level of performance for the intern in each of the following areas:

a. Written Communication Skills

<i>Excellent</i>		<i>Average</i>			<i>Unacceptable</i>

b. Oral Communication Skills

<i>Excellent</i>		<i>Average</i>			<i>Unacceptable</i>

c. Use of Time and Promptness

<i>Excellent</i>		<i>Average</i>			<i>Unacceptable</i>

d. Cooperation

<i>Excellent</i>		<i>Average</i>			<i>Unacceptable</i>

e. Analytical and Research Ability

<i>Excellent</i>		<i>Average</i>			<i>Unacceptable</i>

f. Technical Knowledge

<i>Excellent</i>		<i>Average</i>			<i>Unacceptable</i>

8) Based on the intern's on-site job performance, place a check beside the most appropriate description of his/her overall performance.

_____ completed **all** that was required on time and with minimal problems.

_____ completed **most** of what was required on time and with minimal problems.

_____ completed **only some** of what was required on time and with minimal problems.

_____ created many problems for our agency. Please explain, using additional paper if necessary.

_____ the intern was unable to sufficiently complete any of the assigned tasks. Please explain, using additional paper if necessary.

_____ other comments:

9) On a grading scale of A, B, C, D, F, what grade would you assign the student? _____

Comments: -

Signature and Title of Sponsoring Agency Supervisor

Date

University of Colorado Colorado Springs
School of Public Affairs
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733
Fax: 719-255-4183

Internship Database: Contacts and Requirements

(1)

Stephanie Evitts
Coordinator of Volunteers
Colorado Springs Police Department
705 S. Nevada Ave.
Colorado Springs, CO 80903
(719) 444-7441
stephanie.evitts@coloradosprings.gov

CSPD Requirements:

Background check, including polygraph
8 hour training session at the beginning
Minimum 4 hours per week between 8 a.m. and 5 p.m. Monday through Friday

(2)

LaTonya N. Scott
Director of Volunteer Services,
4th Judicial District Probation Department
270 S. Tejon, Suite 200
Colorado Springs, CO 80903
719-452-5806

Requirements:

Record check
Not been convicted or received a deferred sentence on a misdemeanor or drinking and driving offense within the past 5 years
21 years old
Not related to anyone on supervision

(3)

Robyn Beaudry
State Parole
303-426-6198 ex 4123
Robyn.Beaudry@state.co.us
Colorado Springs Parole Office
888 Garden of the Gods Road, Suite 200
Colorado Springs, CO 80907

Requirements:

Record Check, including employment

Inmate Visitor List Check

21 years old (may be waived)

(4)

Travis Cormaney

SUSPO

212 North Wahsatch Avenue, Suite 300

Colorado Springs, Colorado 80903-3476

(Office): 719 471-3387

Requirements:

Record check, including financial investigation

Not related to anyone on supervision

(5)

Steve Ferree or Ann Welty

Probation Officer/DPO Coordinator

18th Judicial District Probation Department

1610 W. Littleton Blvd. 2nd Floor

Littleton, CO 80120

303-418-1400

Requirements:

Record check, not related to anyone on supervision by the Department

(6)

Morgan Mote

Teen Court

224 E. Kiowa

Colorado Springs, CO 80903

719-475-7815

morgan@springsteencourt.org

erick@springsteencourt.org

Requirements:

Attend Peer Panels, Attend Teen Court

(7)

Brian McPike

New Life Church

Director, Life Safety Ministry

11025 Voyager Pkwy

Colorado Springs, CO 80921

719-265-3196

Requirements: Record Check

(8)

Skyla VanderHeiden
Volunteer Program Coordinator
El Paso County Sheriff's Office
27 East Vermijo Avenue
Colorado Springs, CO 80903
719-520-7216
skylavanderheiden@elpasoco.com
<http://shr.elpasoco.com>

(9)

Chief Mark Pino
UCCS Campus Police
719-255-3111

(10)

Gwen Stein
4th Judicial District Attorney
105 E. Vermijo Avenue
Colorado Springs, CO 80903
719-520-6000

(11)

Lois C. Gracz, MS, LPC
Dependency and Neglect Lead Supervisor CASA of the Pikes Peak Region
24 S. Weber St. Ste. 100
Colorado Springs, CO 80903
719-447-9898 ext. 1024

(12)

Robert Wells
Families of Homicide Victims
4125 Portofino Dr.
Longmont, CO 80503
rwells7335@aol.com
303-717-4951

(13)

Joseph Malouff
Volunteer, Cadet, Explorer, and Intern Coordinator
Denver Police Department
1331 Cherokee St.
Denver, CO 80204
720-913-6875

Joseph.malouff@denvergov.org

(14)

Sue Kuiper
Program Services Manager
ComCor Community Corrections Center
3615 Roberts Road
Colorado Springs, CO. 80907
(719) 473-4460

(15)

Candice Dallman
Investigator
Office of the Colorado Public Defender
19 N. Tejon St, Suite 105,
Colorado Springs, CO 80903
719-475-1235
Candice.dallmann@coloradodefenders.us

(16)

Pam King or Cara Hardesty
A Kidz Hope, Inc.
1401 W. Colorado Ave.
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Note, in order to apply for an internship with the Coroner's office, the student must have completed Dr. Kelly's CJ 2032 Investigation of Injury and Death course with a "B" or better grade.

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Required Agency Internship Forms
Forms are available on the School of Public Affairs Website.

Colorado Springs Police Department CAPS Applications

El Paso County District Attorney's Office

El Paso County Sheriff's Office

4th Judicial Probation Department

Manitou Springs Police Department

National and State Level Internship Programs

Bureau of Justice Assistance
Office of Justice Programs
Orbin Terry, Intern Coordinator
810 7th Street, NW, Room 4406
Washington, DC 20531
Phone: 202-616-6500
Fax: 202-305-1367
<http://www.ojp.gov/BJA/>

Deadlines: Applications will be accepted on a rolling basis, but it is recommended that the application be submitted by the dates listed below to ensure you will be considered. Spring Semester: November and Summer Semester: March.

DEA Internships
For information on internships at DEA: 1-202-307-4077
Denver Division: (303) 705-7300

FBI Honors Internship Program
<http://www.fbijobs.gov/231.asp>

National Criminal Justice Association
720 7th Street, NW, Third Floor
Washington, DC 20001
tel.: (202) 628-8550
fax: (202) 448-1723
<http://www.ncja.org/AM/Template.cfm?Section=Internships>

Office of Justice Programs
Intern Coordinator, Office of Communications
810 Seventh Street, NW
Washington, DC 20531
Phone: 202-514-2000

http://www.ojp.usdoj.gov/about/jobs_ocominterns.htm

Deadlines: Applications must be submitted at least 6 weeks prior to the desired start date to accommodate the required security investigation and FBI fingerprint check. The deadlines for applications are: Summer semester - March 15, Fall semester - July 1, and Spring semester - November 15.

United States Attorney's Office / District of Colorado

Some paid, some unpaid, some work-study - Internships in both the civil division and the criminal division during the summer and the school year.

Contact Marilyn Ferguson at (303) 454-0117

Marilyn.Ferguson@usdoj.gov

Deadlines for application will be posted on the DOJ website. An extensive background investigation will be completed, including a financial investigation.