

Internship/TCRIM 498: Application Tasks and Dates Spring 2025

Internship coordinator: Dr. Barb Toews, btoews@uw.edu

Spring 2025 Internship dates: Monday, March 31 – Friday, June 6, 2025

TCRIM 498/Internship orientation sessions:

- Tuesday, January 21, 12:30-1:20 pm, Joy 201
- Wednesday January 22, 5:30-6:15 pm, <https://washington.zoom.us/j/99587755838>

STUDENT APPLICATION TASKS AND DEADLINES

Step 1: Get information about and apply for TCRIM 498

By Friday, January 31 (no later than week 4 of the quarter)

- Review prerequisites and application material on the [CJ Internship webpage](#)
- Attend an internship orientation session hosted by Barb
- Consider what your professional interests are and begin to research possible internship sites
- Meet with Barb to discuss your professional interests and ideas for internship sites
- Submit unofficial transcripts and resume to Barb
- Ask a CJ/SW faculty person to be a reference and tell Barb who has agreed (she will send out the reference form)

2: Research and submit possible internship sites

By Friday, Feb 7 (no later than week 5)

- Research potential organizations and/or internship position and send Barb at least 3 organizations/positions
- Finalize resume, with the help of [UWT Career Development and Education](#), as needed

3: Secure internship

By Friday, Feb 28 (securing internship no later than week 8)

After Barb contacts your agencies of interest and/or approves the internship position, you:

- Follow up with approved sites to talk about the internship possibilities and/or apply to the internship position (sending your resume when you do)
- Secure the internship
- Send Barb the name and contact information for the person who will be your supervisor (she will send a confirmatory email with Learning Agreement attached)

4: Complete Learning Agreement with Site Supervisor

By Friday, March 7 (no later than week 9)

- Meet with your future supervisor to complete the Learning Agreement together and return to Barb

5: Receive add code to enroll in 498

By Friday, March 14 (week 10)

- After all application materials and the Learning Agreement are submitted, receive add code from Barb and register for TCRIM 498.