

## Internship/TCRIM 498: Application Tasks and Dates Summer 2025

**Internship coordinator:** Dr. Barb Toews, [btoews@uw.edu](mailto:btoews@uw.edu)

**Spring 2025 Internship dates:** Monday, June 23 – Friday, Aug 22, 2025

**IMPORTANT NOTE:** If fewer than 10 students are enrolled in TCRIM 498 by Thursday, May 22, 2025, the course will be cancelled. Students may proceed with their secured internships but will not be able to receive course credit.

### **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, April 11 (no later than week 2 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, April 18 (no later than week 3)

- 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, May 9 (securing internship no later than week 6)

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, May 16 (no later than week 7)

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

#### **5: Receive add code to enroll in 498**

By Thursday, May 22 (before end of week 8)

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

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