



Information for Practicum Host Agencies

On behalf of the Criminal Justice program at Western Oregon University, thank you for considering our student's application to intern¹ at your agency. This sheet is meant to provide you with some general information regarding our practicum program and basic requirements for host agencies. Our practicum program has a rich history, with decades of partnerships with criminal justice agencies in Oregon and around the country. These partnerships have helped shape generations of professionals in the field. Our students have interned in hundreds of agencies in criminal justice and related fields.

Students are required to complete 33 hours of volunteer work for each university credit they receive. Although it may vary, most students take 8 credit hours, and are required to complete 264 hours of work.

***Please Note:**

- 264 is not the maximum number of hours that students can complete at their host agency. This is just the minimum university requirement. Any alternative length requirements can be negotiated between the student and the host agency.
- Our program is designed to be flexible and to be generally 'hands-off'. This means that the intern's schedule and the work that is to be completed is negotiated by the student and the host agency. Although the work may vary significantly from agency to agency, internship activities typically allow students to spend time in a professional setting, participate in some of the activities typical of professionals working in the field, receive some training, make connections, etc.

¹ We use the terms 'practicum' and 'internship' interchangeably. The primary distinction between the two is simply the level of involvement in actual 'hand-on' work. Where an internship involves a large amount of work that closely resembles typical work by professionals, a practicum involves more observation and documentation of these activities.

Agency practicum supervisors typically:

- Work with interns to set up a tentative schedule (e.g. how many hours are to be completed per week). It is not necessary for this schedule to be detailed.
- Work with interns to draft a list of goals to guide the practicum experience.
- Participate in a meeting with the student and the student's academic practicum supervisor. This meeting typically takes place at the host agency. The student is in charge of arranging this meeting around the halfway point of their practicum. The meeting is generally informal and meant to check on the student's progress.
- Complete a short evaluation at the completion of the internship. This form will be provided by email.
- **PLEASE NOTE:** The University requires an internship/practicum legal agreement before students can begin work at their agencies. Students should be aware of this requirement and should bring the form for you to sign prior before the start of their practicum.

If you have any questions or would like additional information please contact us:

Dr. Omar Melchor-Ayala
Practicum Coordinator
ayalao@wou.edu
(503) 838-9219

Jennifer Willard
Office Coordinator
willardj@wou.edu
(503) 838-8733