FORM REQUIREMENTS

PLEASE TYPE OR PRINT INFORMATION ON FORMS.

**Agency Packet - Corrections/Generalist**

Take this packet to the agency you are contacting for possible internship placement.

**DIRECTIONS:**

- Leave items 1-6 with the agency.

- The Agency Agreement Form (#6 - pink) must be completed by the agency contact person and returned to the Criminal Justice office by **April 5, 2013**. The agency can give the form to you to return, or they can mail it to the address on the form. *Be sure to put your name on the form!*

- The Student Internship Evaluation form (#5 - white) is to be completed by the internship agency at the end of your internship and returned to the Criminal Justice office by **August 15, 2013**.

Agency Packet Contains:

1. Letter to Criminal Justice Administrator.

2. Student Information Sheet (Form #2, yellow) *(Fill in the information requested.)*

3. Student's Internship Program Agreement Form (Form #3, purple) *(Sign and date back of form.)*

4. Informational Guidelines for Field Internship (green)

5. Student Internship Evaluation Form (Form #5, white)

6. Agency Agreement Form (Form #6, pink) *(Put your name on the form!)*