

INTERNSHIP 101: GOING THROUGH THE PROCESS

1. First, verify that you meet the qualifications:

Undergraduate:

- Must be majoring in Criminal Justice
 - Must have completed 90+ semester hours toward degree requirements
 - Must have completed the 18-semester hour Criminal Justice core curriculum
 - Must have a minimum overall G.P.A. of 2.5 (state or local agency) and 3.0 G.P.A. (federal)
2. Complete the Pre-Application Form and take it to either Fabia Mendez (undergraduate) or Doris Pratt (Graduate) in the C.J. Advisement Office.
 3. Attend the mandatory registration meeting, usually held the semester before your field placement. Federal applicants need to apply for their internships 9 to 12 months in advance.
 4. Complete the **Internship Packet (Undergraduate)**

Forms must be typed and printed on a color printer

- Undergraduate Internship Application
- Undergraduate Registration Form
- Academic Record Form
- Internship Release & Indemnity Agreement
- Undergraduate Student Agreement Form
- Buckley Amendment
- Lautenberg Amendment
- Resume – sample on webpage
- Two passport photos – Bearkat One
- Official Transcript – Registrar's Office

Internship Packet (Graduate)

Forms must be typed and printed on a color printer

- Graduate Internship Application Form
- Internship Release & Indemnity Form
- Graduate Student Agreement Form
- Lautenberg Amendment
- Buckley Amendment
- Narrative Statement
- Resume
- Two passport photos
- Official transcript

5. The completed packets should be turned in to Mrs. Janie Burwick, Internship Assistant, in Room 228A (Hotel), between the hours of 8:00 to 12:00 and 1:00 to 5:00 – Monday through Friday. If you meet all the necessary requirements, you will be approved for an internship, and, if needed, we will assist you in deciding upon a field placement. Please **DO NOT** set up an interview before being approved by the Internship Office.
6. After deciding which agency you want to apply with, check to see if the internship office has any additional paperwork required that must be completed before your interview.
7. If you are approved by the agency for an internship, have their representative sign the Registration Form approving the internship and return a copy to the Internship Office or write or e-mail Mrs. Burwick notifying her of same.
8. Return the internship packet (or a copy of the packet if the agency wants to keep the original) and any additional correspondence with the agency to the internship office.
9. Obtain course and CRN numbers for registration.
10. Attend the mandatory orientation meeting.
11. Before beginning your internship, ensure the following:
 - You have signed all required amendments and forms. Copies of any correspondence between yourself and agency should be in your file.
 - The internship has accurate contact information for you AND your agency.
 - You received Dr. Dozier's Syllabus and other documents necessary for your internship.
 - That you have permission from the Internship Office to enroll in any additional hours of coursework.
 - If you are working part-time (only 20 hours per week or less permitted) in addition to your internship, be sure that you have signed letters from both your internship agency and your other employer acknowledging that your internship takes priority and that your part-time employment will not interfere with your internship.
12. For questions regarding the application process or internship paperwork, call Mrs. Janie Burwick, Internship Assistant, 936-294-1659. You also need to call Mrs. Burwick for appointments with Dr. Dozier concerning agency placement as she keeps his calendar.

Internship forms are located on the CJ website at <http://www.cjcenter.org/internships/start.html>: **These forms must be typed and printed on a color printer.**