

FAQs About the CJ Internship (CJ 393)

Who is eligible for a CJ internship?

Criminal justice majors who are at least juniors and who have an overall GPA of 2.5 and a CJ GPA of 3.0.

How do I register for an internship?

Once you have consulted your advisor to determine if and how the internship fits in your overall degree plan, registering requires a signed document from the internship coordinator. This is available to you only after you have secured the internship site and have completed the internship contract (the contract must be signed by you, your internship supervisor, and the internship coordinator – see below).

How do I find a place to do my internship?

The internship coordinator can give you the names of contact persons at agencies that have expressed an interest in student interns. But you can also consult other students, other faculty, CJ career guides, the WWW, etc. for ideas about possible internship opportunities in your area of interest. Once you have an idea of a place or places to contact, you are responsible for making the contact, securing the agreement, and getting the contract signed by your internship supervisor.

What does the internship involve?

The internship involves being on site and involved in your internship for 10-40 hours per week for the entire semester (16 weeks). The number of hours depends on the number of credit hours you devote to the internship (see below). It also involves creating an internship log in which you record your hours, days, and activities. You are also required to write a reflective paper at the end of the semester describing your experiences, what you learned, and integrating your coursework with your “real world” experience in the internship. Please consult the course syllabus for more information about these assignments.

How many hours per week do I have to be at the internship site?

During the regular semesters, you must be on site for 10 hours per week for every three credit hours you take toward the internship. You can register for up to 12 credits, which would be 40 hours per week for one semester.

During the summer session, you must be on site for 20 hours per week for every three credit hours you take toward the internship. You can register for up to 6 credits, which would be 40 hours per week for one session.

You may repeat the internship for up to 12 credits at the same site or a different site.

Can I get paid for being an intern?

There are very few paid internships in the local area. Some students have sought internship opportunities through the coop office in Garcia Annex and have completed paid internships out of state. You may complete your internship anywhere, as long as it is a criminal justice or related agency approved by the internship coordinator.

Can I do an internship where I work?

Generally, no. But if the organization you work with is large enough that you can be assigned to another unit or program for internship purposes, you may discuss this possibility with the internship coordinator.

Does the internship count as a criminal justice elective?

No. The internship counts only toward your upper division credit for the university.

Who should do an internship?

Any student who meets the requirements, needs upper division credit, would like to explore some aspect of the criminal justice system in more depth and receive on-the-job experience, and who can fit the internship into her/his schedule.

Steps to Seeking an Internship:

- 1. Determine whether you need upper division credit and whether the internship fits with your overall degree plan by consulting your advisor.**
- 2. Determine whether an internship fits in you schedule for a given semester.**
- 3. Determine what kind of work-related experience you'd like to have and the kind of agency in which you'd like to be placed.**
- 4. Locate an agency willing to work with you.**
- 5. Meet with the agency representative, discuss the parameters of the internship, go through their process for becoming an intern (which may involve a background check), and have them sign the contract.**
- 6. Bring the signed contract to the internship coordinator and register for the course.**