**CRIMINAL JUSTICE INTERNSHIP APPLICATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name & UIN Term Applying for?

All criminal justice majors must complete CJ 400 Internship. To be eligible for CJ 400, you must be within 30 semester credit hours of graduation by the beginning of the term for which you are applying, OR if you plan to graduate within one calendar year.

**You should submit this application NO LATER THAN THE TARGET DATE ESTABLISHED BY THE INSTRUCTOR. In order to be admitted to CJ 400, you must have an agency that has agreed (verbally or in writing) that you may apply to them for an intern position.** You are NOT guaranteed a placement. Finding an internship agency/site is your responsibility. You need to find a placement before this application will be accepted. Late applications may not be accepted. Contact the instructor if you will have trouble meeting the deadline. If there is anything in your personal history that may create problems in your background check (including juvenile arrests or drug use), contact the instructor.

You must complete 130 hours of observation/participation/work with an agency during your internship to earn the required 3 SCH of credit. If you want 6sch, then it is 260 hours. If you want 9sch (the maximum), you must complete 390 hours. CJ 400 is a letter-graded courses and it has academic assignments that must be completed as part of the internship in order to pass the course.

Type the requested information into the spaces at the top and below. Save the document with your last name at the beginning of the file name. Email the document to [tom.jordan@tamut.edu](mailto:tom.jordan@tamut.edu) with Internship Application in the subject line. Incomplete applications are not accepted.

YOUR NAME:

YOUR CONTACT INFO (email & phone number):

What agency has agreed to accept your application for internship? (Must be correct agency title.)

What is the contact name, email, and phone number of the intern coordinator at that agency?

Will you have trouble completing your observation hours in one term? If so, note that below and discuss it with the instructor. You must NOT start internship observation hours prior to receiving confirmation from the instructor, nor before the first day of class in the academic term. Observation hours completed before that will not count. However, we can extend the observation period beyond the end of the term if necessary due to work schedules, etc.

FINDING AN INTERNSHIP

Attached is a list of agencies that have accepted our interns in the past. You are not guaranteed an agency placement; acceptance of an individual is solely in the discretion of the agency. This is practice for conducting a job search. While agencies typically advertise job openings, they rarely advertise internship positions. So, you must be proactive in finding and applying for an intern position.

Note that you are NOT limited to these organizations (I encourage you to seek the best agency match for your career goals. Feel free to meet with me to discuss agencies that are not on this list.)