



Department of Criminal Justice The University of Texas at El Paso

INSS Internship Application

Students interested in an internship opportunity must complete this application and return it to the Department of Criminal Justice. In order to be considered for an internship, the form must be received by May 30th for the fall semester and October 31st for the spring semester. Certain internships require extensive background investigations and applications may take longer to process.

Internship Application Process:

1. Students must be an INSS minor or must be in the INSS graduate program.
2. INSS minors must have a GPA of 2.75 or higher and completed INSS 3302 with a "C" or better. INSS graduate students must have a GPA of 3.0 or higher.
3. Students must have completed all required courses and completed at least two semesters at UTEP
4. This is a one semester internship program depending on agency eligibility (3 hours of credit) – students must need upper INSS electives to be eligible.
5. Submit the Internship Packet which includes the application, an updated résumé, and the application essay.
6. Once this has been received, students will be invited for an interview with the Internship Coordinator. At this meeting, the student will be able to investigate the nature of the internship and ask questions relative to the work experience of the internship.
7. If the application is approved*, the student will receive agency contact information to begin their placement process or they will receive further instructions required by their chosen agency.
8. Placement of the intern is the responsibility of the intern. Spots at agencies are limited and are offered on a first come first serve basis within the needs of the agency.
9. Agencies will make the final determination in terms of the acceptance of the student for an internship.
10. Additional paperwork may be required by particular agencies. Please make sure that you have enough time to submit all paperwork to ensure that you register for the course on time and avoid late registration fees by the university.

***Meeting all eligibility requirements does not guarantee an internship placement. Final determination of suitability is at the discretion of the Internship Coordinator.**



The UTEP Criminal Justice Department has an established relationship with the following agencies:

- U.S. Federal Probation
- El Paso Police Department
- El Paso County Sheriff's Office
- Juvenile Probation Department
- Texas Department of Family & Child Protective Services
- Public Defenders Office
- Texas District Parole Office
- U.S. Attorney's Office
- U.S. Marshal Service
- Dismas Charities
- Immigration & Customs Enforcement- Department of Homeland Security Investigations
- U.S. Department of State
- Center Against Sexual and Family Violence
- Veteran's Treatment Court
- UTEP Police Department
- Pretrial Services

Please ask Internship Coordinator about other placement options.

Email complete Application to the Internship Coordinator

Dr. Stacie Ordonez

saordonez@utep.edu

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Revised 9/22



Name: _____ Date: _____

UTEP ID #: _____ Age: _____ Telephone number: _____

Email Address: _____

Internship Term (check one): Fall _____ Spring _____

Expected Date of Graduation: _____

Do you plan to be employed at another job during the internship? Yes _____ No _____

If yes, where? _____ Hours per Week: _____

Agencies of Interest:

1. _____

2. _____

3. _____

In addition to this application, **please attach and updated résumé and a maximum 500 word typed essay** explaining why you wish to do an internship and what you hope to gain from the experience.

To be completed by Internship Coordinator:

Number of credit hours completed at time of application: _____

INSS Program: _____ Number of credit hours this semester: _____

Student needs upper division electives: Yes _____ No _____ How many? _____

Current Cumulative GPA: _____ INSS GPA: _____

Application for term: Fall _____ Spring _____

Approved: _____ Disapproved: _____

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