

Department of Criminal Justice

University of Texas at El Paso

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 30 for the Fall semester and October 30 for the Spring semester. Internships are not offered during the Summer term. Certain internships require extensive background investigations and applications may take longer to process.

Internship Prerequisites:

1. Students must be a criminal justice major.
2. Students must have a GPA of 3.0 or higher. Students must have completed all lower division required Criminal Justice courses.
3. This is a two semester internship program (3 hours of credit each semester) – students must need two upper division electives to be eligible.
4. The prospective intern must submit an internship packet including contact information as well as a liability waiver. Once said documentation has been submitted and approved, the registration hold will be released by the Criminal Justice Department.
5. Placement of the intern is the responsibility of the intern. Students must reach out to the agencies at which they wish to intern and set up a placement. Spots at agencies are limited and are offered on a first come first serve basis within the needs of the agency.
6. Students will be required to meet with the Internship Coordinator prior to their placement. During this interview, the student will be able to investigate the nature of the internship and ask questions relative to the work experience of the internship. The Internship Coordinator will assess your level of commitment and interest.
7. Agencies will make the final determination in terms of the acceptance of the student for an internship.

Name: _____ Date: _____

Telephone number: _____

UTEP ID #: _____

Internship Term: Fall Spring (Circle One)

Expected Date of Graduation: _____

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

If yes, where? _____ Hours per Week _____

Areas of Interest:

In addition to this application, please attach 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: _____

Number of credit hours this semester: _____

Completion of required CRIJ courses: __Yes __No

Student needs two upper division electives: __Yes __No

Current CRIJ GPA: _____ Current Cumulative GPA: _____

Application for term: __Fall __Spring

Approved: _____ Disapproved: _____