



Criminal Justice and Security Studies Internship Application

Students interested in an internship opportunity must complete this application. You can send any questions you may have to the internship coordinator, Dr. Stacie Ordoñez at saordonez@utep.edu.

In order to be considered for an internship, applications must be received for Spring Internships between October 1st and November 1st, or for Fall Internship between April 1st to May 1st.

Internship Application Process:

1. Students must declare the On-Campus Criminal Justice Major or INSS Minor or must be enrolled in the MS-CCJ or MS-INSS Graduate program.
2. GPA Requirements:
Undergraduate students must have a GPA of 2.75 or higher.
Graduate students must have a 3.0 or higher.
3. Students must have completed all required core courses and completed at least two semesters at UTEP.
4. This is a one or two semester internship program depending on the agency (3 hours of credit each semester) - undergraduate students must have upper division elective credits available to be eligible. Graduate students must have free electives available.
5. Submit the Internship Packet which includes the application, an updated résumé with a headshot/selfie (no filters), and the application essay.
6. Once this has been received, if student meets the minimum criteria, the students will be invited for an interview with the Internship Coordinator. At this interview, the student will be able to investigate the nature of the internship and ask questions related 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. 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.

Important Note: Once you begin this application process, please check your student email regularly. Failure to respond to communication will be interpreted as a withdrawal of interest.

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

The UTEP Department of Criminal Justice and Security Studies has established a relationship with the following agencies:

- City of El Paso-Multiple Agencies
- County of El Paso- Multiple Agencies
- State of Texas Department of Health and Human Services- Office of Inspector General
- El Paso County Criminal Justice Department
- El Paso County District Attorney's Office
- U.S. Federal Probation
- El Paso Police Department
- Juvenile Probation Department
- Texas Department Of Family & Child Protective Services
- Public Defenders Office
- Texas District Parole Office
- Department of Homeland Security
- Center Against Sexual and Family Violence
- UTEP Police Department
- Pretrial Services

*Please ask Internship Coordinator about other placement options.

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**UTEP
DEPARTMENT OF CRIMINAL JUSTICE
AND SECURITY STUDIES**

Name: _____ Date: _____

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

UTEP Email Address: _____

Upon submission of your application, check your student email regularly. Failure to respond to communication will be interpreted as a withdrawal of interest.

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. _____

Incomplete Applications will not be accepted or considered.

Application Checklist-

This Application

Updated Résumé with headshot/selfie (no filters)

500-word Essay

Leave this section Blank!!! This section is to be completed by Internship Coordinator:

Number of credit hours completed at time of application: _____

Major: _____ Minor: _____ Number of credit hours this semester: _____

Student has upper division electives available: Yes _____ No _____ How many? _____

Current Cumulative GPA: _____ Major GPA: _____

Application for term: Fall _____ Spring _____ Summer _____

Approved: _____ Disapproved: _____

Notes:

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