



Department of Criminal Justice

The University of Texas at El Paso

Criminal Justice 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 15 for the spring semester. Internships may be offered during the summer term with agency approval. Certain internships require extensive background investigations and applications may take longer to process.

Internship Application Process:

1. Students must declare the On-Campus Criminal Justice major
2. Students must have a GPA of 2.75 or higher.
3. Students must have completed all lower division required Criminal Justice courses.
4. This is a one or two semester internship program depending on the agency (3 hours of credit each semester) - students must need two upper division CJ electives to be eligible.
5. The prospective intern must submit an internship packet complete with the application and the essay.
6. Students will be required to meet 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. Once the packet has been submitted and student has met with the Internship Coordinator, 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. 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.
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.

Internship Coordinator

Dr. Stacie Ordonez

saordonez@utep.edu

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Revised 9/20



Name: _____ Date: _____

Age: _____ Telephone number: _____

UTEP ID #: _____

Email Address: _____

Internship Term: Fall Spring Summer (Check 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 _____

Agencies of Interest:

1. _____

2. _____

3. _____

*****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: _____

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

Current Cumulative GPA: _____

Application for term: _____ Fall _____ Spring _____ Summer

Approved: _____ Disapproved: _____

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