



# Department of Criminal Justice & Security Studies The University of Texas at El Paso

## INSS Internship Application

Students interested in an internship opportunity must complete this application and email it to the internship coordinator, at: [saordonez@utep.edu](mailto:saordonez@utep.edu). In order to be considered for an internship, applications for Spring Internships must be submitted between October 1st and November 1st, or Fall Internship between April 1st to May 1<sup>st</sup>.

### 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 and have completed INSS 5305.
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) –Undergraduate students must need upper INSS electives to be eligible. Graduate students must have free electives available.
5. Submit the Internship Packet which includes the application, an updated résumé with a professional headshot, and the application essay.
6. Once this has been received, if students meet the minimum criteria 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. 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 & Security Studies 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](mailto:saordonez@utep.edu)

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Revised 9/24



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 an updated résumé with a selfie (no filters), 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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