

Criminal Justice Internship/Field Study Program

Internship Criteria

- Apply at least one semester in advance of the semester that he or she would like to intern.
- Undergraduates with junior or senior status majoring in Criminal Justice with a 2.5 cumulative GPA or graduate student in good standing with no outstanding “incomplete” grades.
- Ability to take and complete the course for academic credit is based on acceptance with a justice-related agency/entity.
- Up to 6 hours of academic credit (CJ 400) may apply to undergraduate degree requirements. Up to 3 hours of academic credit may be applied to a graduate degree.

Grading components

- The three-hour course will be graded. Thus, student-interns will receive a grade of A, B, C, D, F. The course is not a pass/fail class.
- All requirements are weighted equally.

Undergraduate Credit (CJ 400)

- 150 work hours for the assigned agency must be completed within the semester that the class is taken. Work hours determined by the discretion of the agency.
- Daily log of work done must be completed and turned in by the last day of the semester the CJ 400 class is taken.
- Agency must complete proper paperwork and submit to the CJ Internship Coordinator concerning the performance of the student-intern. A copy of the evaluation form is available for the student to review.
- Five-page paper will be due before the last day of the semester. This paper will be double spaced and in APA format. A mutually agreeable topic/subject will be agreed upon by the student and internship coordinator; however, all papers will relate to the internship experience.

Graduate Credit (CJ 500 or CJ 692)

- 150 work hours for the assigned agency must be completed within the semester that the class is taken. Work hours determined by the discretion of the agency.
- Daily log of work done must be completed and turned in by the last day of the semester.
- Agency must complete proper paperwork and submit to the CJ Internship Coordinator concerning the performance of the student-intern. A copy of the evaluation form is available for the student to review.
- Ten-page paper will be due before the last day of the semester. This paper will be double spaced and in APA format. A mutually agreeable topic/subject will be agreed upon by the student and internship coordinator; however, all papers will relate to the internship experience.

Effective Date: January 2014