

THE UNIVERSITY OF TEXAS AT ARLINGTON

# Criminology and Criminal Justice Internship



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Department of Criminology  
and Criminal Justice  
COLLEGE OF LIBERAL ARTS

## What is an internship in Criminology and Criminal Justice (CRCJ)?

A typical CRCJ internship is designed to allow students to gain experience working with criminal justice-related organizations. An internship is an opportunity for a CRCJ student to receive course credit for field work. The internship director facilitates your assignment to an agency or organization where you will gain practical experience. You must complete 112 hours in the field to earn three credit hours and 224 hours in the field to earn six credit hours. Students interested in earning six hours of course credit may complete all hours in one semester or separate two internships over two semesters.

## What are the criteria to apply?

To be eligible to apply for participation in the internship program, students must meet the following requirements:

- Be a UTA CRCJ major with junior or senior status (60-90+ hours completed) in the semester in which the student is enrolled in the course.
- Have completed at least 12 credit hours of CRCJ courses at UTA and 15 credit hours of CRCJ courses overall.
- UTA CRCJ majors may be required to have a certain specified GPA with a sponsoring internship partner.
- Be in good standing academically at UTA.
- Have a recommendation from one UTA CRCJ professor who had the student in at least one class.
- Establish a UTA email address and have access to a computer.
- Be able to pass an agency criminal background investigation, and a urinalysis (if required).
- Be able to work at least 112 hours during the semester (for three-hour course credit) or 224 hours (for six-hour course credit).
- Have transportation to the work site.
- Have medical and automobile insurance.



## When to apply?

You must apply the semester before you want to begin your internship. You may perform an internship in the Fall or Spring semesters. Special arrangements can be made to intern during the summer session (please see internship coordinator).

### APPLICATION DEADLINES

- Spring Semester – November 1
- Summer Semester – April 1
- Fall Semester – July 1

## How to apply?

1. Determine what agencies/ organizations best meet your career expectations and desires.
2. Have a CRCJ professor submit a brief recommendation to the internship director by email. (You must have been enrolled in a course with this professor prior to requesting a recommendation.)
3. Provide the internship director with an application, resume and cover letter.
4. Schedule a personal interview with the internship director. This is a preview to your agency interview. You are expected to conduct yourself as if interviewing with your placement organization. Be prepared.
5. Receive contact information for agencies available for internships based on your agency match.
6. Arrange an interview with the contact person at the placement agency.
7. Complete your interview as scheduled.
8. If accepted, inform internship director of acceptance. Upon acceptance by an agency or organization, complete an Internship Agreement. This will be signed by the student intern, the internship director from the agency, and the CRCJ department.
9. Enroll in the appropriate course (CRCJ 4390).
10. If not accepted, contact internship director to receive another match.
11. Attend a mandatory internship meeting the first week of the semester. Syllabus provided at that time.

**A typical CRCJ internship is designed to expose and familiarize the students with various units in a criminal justice related organization.**

- Forensics Applied Science and Technology
- Crime Scene Investigations
- Working with a Nongovernmental Organization related to the Criminal Justice System
- Criminal Research Specialist
- Research Intelligence Analyst
- Victim Services
- Chief Counsel's Office (U.S. Department of Homeland Security)
- Patrol (Ride-Outs)
- Research Methods
- Statistical Analyzes
- Media Relations
- Property Evidence
- Crimes Against Children





# **For more information on the CRCJ Internship Program, please contact:**

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## **Learn more about CRCJ at UT Arlington**

[uta.edu/crcj](http://uta.edu/crcj)

