Frequently Asked Internship Questions

Should I do an Internship?
Internships allow you to make connections and learn work skills. An internship may not directly lead to a job, but the tasks and responsibilities you do at an internship can be added to your resume, giving you job experience before you graduate and start job hunting.

What are the requirements for the Internship?
In order to be eligible for the internship, students must:
• Have a 2.25 Texas State gpa and a 2.50 Criminal Justice gpa
• Completed 90 credit hours, including 21 hours of CJ
• Completed specific general educ. courses (see complete list of Eligibility requirements on web)

When should I do my internship?
First, you need to have 90 credit hours and the required coursework. We suggest students take 4301 the fall of their senior year and then 4302 in the spring. If it’s more convenient, internships are offered in both Summer I and Summer II.

Is it a required class?
No, the internship is optional. However, if you decide not to do an internship, you must take CJ 4365 and one upper division elective in place of CJ 4301 and 4302. Non-internship students are allowed to take one semester of Internship (CJ 4301) to fulfill their upper division elective requirement.

How do I get started?
If you’re taking CJ 4301 as an elective, go to the CJ website and follow the How to Apply instructions using the Tracs site CJ Intern Apply. If you want to take both CJ 4301 and 4302, see an advisor to have the internship option officially added to your degree plan. The Department website has information on how to apply, what the pre-requisites are, and a list of Student Guidelines.

When do I register and apply?
Internship sections don’t fill. However, all your forms (Application, Agency Approval, and Liability Waiver) must be received before students will be cleared to register. The application deadline is typically 4-6 weeks before the semester begins and your Agency form is due 2 weeks before the semester starts. Some students who have the agency lined up are able to turn in all their forms during early registration period. Check the Tracs website & Hines hallway for signs with due dates.

Can I take both internships in one semester?
No. Because students are required to work 120 hours, you must take 4301 and 4302 in separate semesters. Students may take 4301 in Summer I and 4302 in Summer II.

Can I do my internship in another county or state?
Yes. Your assignments will be turned in via Tracs. Especially during Summer I and Summer II, students do internships at agencies in their home towns. Also, there are competitive federal internships available in Washington, D.C. each summer.
How many hours do I work?
Each internship class requires students to complete 120 hours. During your internship, you are also required to submit written assignments as listed on the course Syllabus. Each class is Pass/Fail and is worth 3 credit hours.

What do interns do?
Interns have served as court advocates, planned National Night Out festivals, created databases, helped seniors avoid internet scams of seniors, assisted with neighborhood watch meetings, and written pre-trial reports. Your internship should primarily be working, not just observing.

Can my internship at a Police Department be only in Patrol?
No. If you are at a law enforcement agency, your ride along hours must be limited to 2-3 shifts. You should be rotating from patrol to other units such as administration, training, recruiting, and records. Police agencies often need assistance with updating websites, creating databases, organizing paperwork for accreditation, or writing departmental newsletters for the community.

What if I change my mind and don't want to do two internships?
Notify your advisor and verify that you are officially listed as a non-internship student. Students who are non-internship student take CJ 4365 (Comparative CJ) and an upper division CJ elective.

Can I do both internships at one agency?
It depends. If you did CJ 4301 at an agency and you are working on an unfinished project (such as state accreditation) that they would like you to complete, you may. Otherwise, no. The goal of the internship is for you to get a variety of work experiences. We strongly suggest your second internship be in a different area of CJ: police, courts, or corrections.

How do I find an agency?
It is the responsibility of each student to locate the agency best fits your career goals. When agencies contact us looking for interns, we post notices on the Internship Board outside Rm. 120 Hines. A list of agencies can be found on the CJ Department website. You may contact an agency not on the list. Ask the Internship Coordinator if you are unsure if an agency is appropriate.

When should I look for an agency?
Some intern programs are competitive, so it is best to contact several places and have a backup plan. Many state and federal agencies require a background check that can take several weeks to complete. For federal agencies, students should contact them at least 6-9 months in advance of the semester they want to intern. Contact state agencies at least 2-3 months in advance.

What if I have questions that are not addressed here?
If you have any other questions, see the CJ website, contact a CJ advisor or the Internship coordinator at cjinternships@txstate.edu