The University of Texas at San Antonio
Department of Criminal Justice

How to register for CRJ 4933 Criminal Justice Internship:

Step 1 – You must be a criminal justice major, have 90 earned hours, and have completed CRJ 1113, CRJ 2153, and CRJ 3013. Goto the Department of Criminology and Criminal Justice website. Click on "Current Students" and then "Internships" or use this link: https://hcap.utsa.edu/criminal-justice/current-students/internships/

Step 2 – Click on the link to the directory of agencies. You must do your internship at an agency on the directory. There are almost 100 agencies and they each have their own application process for interns. It is your responsibility to find out what they require and to provide them with the necessary application materials.

Step 3 – When they offer you the opportunity to do an internship, ask them to complete an Internship Information Form. You complete the top portion. An agency representative must complete the bottom portion and attach a business card. Make sure the person who approves you for the internship signs on the appropriate line. These forms at available for download at the internship webpage. You can also email Mrs. Molina-Rodriguez for one or get one in the Criminal Justice Department room 3.484 in the Main Building.

Step 4 – Email me a picture or scan of the completed form. My email address is Monica.Molina@utsa.edu

Step 5 – I will check your transcript to make sure you are eligible to complete the internship. If you are eligible I will register you for CRJ 4933.

If you need help deciding what agency to intern with, or have questions not covered above, please email me. I am more than happy to meet with you to discuss your academic goals, your career goals, and suggest internships which might further those goals.

Revised October 2026

UTSA CJ Internship Information Form

Student Information

Semester:_____ **Banner ID Number: @**_____

Name**:** _____

Address**:** _____
Number and street **Apt. #** **City** **State** **Zip**

Telephone**: (_____)**_____UTSA e-mail**:** _____

I acknowledge that I have achieved senior class standing (90 earned credit hours) and have completed the three course prerequisites for CRJ 4933 (Internship in CJ). I also acknowledge that I must adhere to the course assignments and instructor expectations listed within the course syllabus. By signing this documentI also agree to adhere to the standard of conduct and/or expectations of the agency/private entity to which I am assigned.

_____
Student's Signature
(Sign at pre-registration meeting with CJ Internship Coordinator)

Agency Information

By completing this form, the agency only agrees to process the applicant for an internship position and formal acceptance will be based upon the agency's determination of suitability factors or background investigations, as appropriate. Please attach the business card of the person authorizing the initial interview of the applicant.

Agency:_____

Agency Address: _____

_____

Please Attach Business Card Here

Telephone (___)_____E-Mail:_____

PERSON WHO CONDUCTED INITIAL INTERVIEW OF INTERN

Name:_____ Date:_____

Signature of Person Approving Internship:_____