

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 are available for download at the internship webpage. You can also email Mr. Booker for one or get one in the Criminal Justice Department in room 4.110 in the Durango Building.

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

Step 5 – I will check your transcript to make sure you are eligible to complete the internship. Then I will email you the time and place of an internship orientation meeting, after which you will go to advising where they will register you for the class.

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.

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 document I 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: _____