



# FLORIDA STATE UNIVERSITY

## COLLEGE OF CRIMINOLOGY & CRIMINAL JUSTICE

### UNDERGRADUATE INTERNSHIPS FREQUENTLY ASKED QUESTIONS

#### Overview

An internship is an excellent way to investigate career possibilities and expand your knowledge of all the careers available in the criminology and criminal justice fields. Although students may choose to complete the requirements necessary to earn a minor or second major in another department or program, the internship option is strongly encouraged. The internship program gives students the opportunity to gain invaluable work experience and skills (making them more valuable in a competitive job market) while earning academic credit.

- Current employment may not be used as your internship
- **A Full-time internship can serve in place of a minor** or double major for the Criminology graduation requirement. Students who intern part-time for academic credit will still need to complete a minor or a double major prior to graduation.
- Internships for academic credit can only be completed **once** through the College of Criminology.
- Students may intern in any city or state for a criminology or criminal justice affiliated agency.
- It is the responsibility of the intern to verify agency contact information prior to submitting an application.
- All internships for academic credit **require approval** by the internship director prior to enrollment (see Process PDF), but we are always open to discussing possibilities! If you have an idea, run it by the internship director.
- Internships must be either full-time (40 hours a week) or part-time (20 hours a week) for the entire semester in which you are enrolled, minus finals week.
- The internship length aligns with the semesters: 16 weeks in Fall and Spring and 13 weeks in summer A.
- Financial aid will apply to your internship for academic credit, as you will be enrolled in a course
- Upon successful completion of the program:
  - Full-time students earn 15 credit hours (3 credit hours toward major requirements and 12 toward general electives).
  - Part-time students earn 8 credit hours (3 credit hours toward major requirements and 5 credit hours toward general electives).

- The internship is graded on a pass/fail (S/U) basis, thus the internship course will not increase a student's GPA.
- It is most helpful for career goals if a student chooses to complete an internship at an agency they are interested in working at after graduation. Students should consider timing to graduation, location, and type of work when making an internship selection.
- Internships in the government or non-profit areas are typically unpaid, however, they provide opportunities to gain skills and to network with potential employers.
- Enrollment in the Pat Thomas Police Academy will qualify as an internship for academic credit – allowing students to graduate with their certification.
- For on campus students, there will be a mandatory internship orientation during the finals week prior to the start of your internship. Distance learners will receive a PowerPoint.
- In addition to the work performed at the internship site, students are required to complete academic assignments in the course as well. These include, but are not limited to: weekly journal entries, supervisor and self-evaluations, and special topics assignments focused on career development. All course assignments may be submitted electronically via Blackboard or email.

### **Eligibility**

Students must meet the following requirements to qualify for the program:

- Criminology major
- Junior or Senior
- Complete the three core courses with a grade of C or better: CCJ 2020, CCJ 3011, CCJ 4700.
- Minimum FSU GPA of 2.0

### **Registration**

To participate in an internship, you must complete the following.

- Meet all eligibility requirements (see above)
- Decide what area of the field you are interested in or which specific agency you would like to intern with (see Process PDF)
- Meet application deadline and complete all required forms
- Register for CCJ 4940 (Full-time Internship) or CCJ 4942 (part-time Internship)
- Attend a mandatory orientation session
- Meet the University's deadline date for fee payment

### **Scholarship**

There are several scholarships available to students who do an internship for academic credit, including a few specifically for students going to Pat Thomas Law Enforcement Academy. Please go to the [website](#) for more information about scholarships including deadlines and application information. Note: Please note that the scholarship applications are due the year before you would like to intern so plan accordingly.

## **Deadlines**

- Fall Application Deadline – June 2 (Federal Applications by May 2)
- Spring Application Deadline – Nov. 2 (Federal Applications by Sept. 26)
- Summer Application Deadline – March 2 (Federal Applications by Feb. 2)

**Note: Please remember that agencies may have their own separate application and deadlines.**

## **Employers**

The employers are a wide variety of agencies and organizations. Past participating organizations have included local, state, and federal law enforcement agencies as well as legal firms, private security services, and drug and alcohol rehabilitation centers. We ask employers to provide interns with a well-rounded view of an agency by assigning them to a variety of projects across the agency. You can intern with any agency regardless of geographic location. Please come in to discuss options with the internship director.

## **Agency Requirements**

Requirements vary from agency to agency. Be prepared to face interviews, psychological exams, physicals, polygraphs, background investigations, and drug screenings. Each agency will determine whether you pass or fail their required tests. Since interns are located in a multitude of locations, most of the communication between the faculty and interns is conducted electronically, via e-mail and web-based instruction.

**For further information on the internship program and process, please contact**

**Internship Director: [Katie Dean Moore](#)**

**Phone: (850) 644-7367**

**Fax: (850) 644-9614.**

**Office: 115-C, Eppes Hall.**