



# FLORIDA STATE UNIVERSITY

## COLLEGE OF CRIMINOLOGY & CRIMINAL JUSTICE

### THE INTERNSHIP PROCESS

**FOR PAT THOMAS ACADEMY: DON'T FORGET TO APPLY FOR A SCHOLARSHIP THE YEAR BEFORE YOU WANT TO INTERN.**

**FOR MORE INFORMATION VISIT THE [SCHOLARSHIP WEBSITE](#).**

#### 1. MEET WITH INTERNSHIP DIRECTOR

- Meet with the internship director the semester before to choose the best agency for your career goals.
- Use the list below to serve as a springboard for internship ideas, so when you call or meet with the internship director, you will have an idea or ideas of where you would like to intern within the field of criminology.
  - Computer Criminology/Cyber Crime
  - Corrections
  - Emergency Management
  - Juvenile Justice Agencies
  - Law Enforcement
  - Legal/Courts
  - Pat Thomas Police Academy
  - Private Agencies
  - Psychology
  - Research and Policy
  - Rehabilitative
  - Victim Services
  - White Collar Crime

#### 2. CHOOSE AN AGENCY

- Are they offering full- or part-time internships for the desired semester and year?
- What is the application process?
- What are their deadlines?
- Get all contact information for your point of contact for application process (name, title, phone number, email address, mailing address).

#### 3. APPLY DIRECTLY TO AGENCY

#### 4. APPLY FOR ACADEMIC CREDIT

- You may apply to as many agencies as you'd like, but can only apply for credit for one internship at a time. Be sure to apply for credit for your first choice internship.
- There are two items you must submit for application to the internship program (see below).

##### 1. Internship Application & Unofficial Transcripts

- *Due by the deadline.*

##### 2. Internship Acceptance Form

- *Must be signed by the agency supervisor and is not due until the semester begins.*

- Type your application and answer all questions. **Please note: Hand printed applications will not be accepted. Do not use abbreviations.**
- The application will be forwarded to your prospective agency.
- Send all completed forms to [Katie Dean Moore](#), the Internship Director, by the deadline listed for the semester you want to intern. Deadlines can be found [here](#).

#### 5. AFTER ALL FORMS HAVE BEEN SUBMITTED, INTERNS ARE REQUIRED TO ATTEND A MANDATORY INTERN ORIENTATION

- This orientation is always held the week before finals week. Interns will receive an email from the Internship Director with the dates of orientation.

#### 6. ADD THE CLASS DURING DROP/ADD

- Internship Director will provide the reference codes.
- Register for something before drop/add and switch during drop/add to avoid getting a late fee.