



**SAM HOUSTON STATE UNIVERSITY
 INTERNSHIP OFFICE – C204
 CRIMINAL JUSTICE CENTER
 Huntsville, Texas 77341-2296**



(936) 294-1659

(936) 294-1653

Doctoral Level

Qualifications

- During the semester the student will have completed at least 30 hours of required coursework, before the student may apply for the internship program.
- Approval for the internship as part of the student’s degree, requirements will be approved by the Associate Dean for Administration.
- Approval for field placement experience will be granted by the Coordinator of Internship Program.
- Minimum of 3.0 GPA – B or better in CJ 742, 787, 793, and 6 hours of additional Research and/or Statistics.
- Three letters of support from Criminal Justice Graduate Faculty.
- Approval by the Dean of the College of Criminal Justice

Academic Requirements and Credit

1. Submit biweekly written reports comprised of the following two parts.
 - a. A narrative detailing activities and responsibilities for the respective period. The narrative could in effect be progress reports related to any assigned projects or research activity.
 - b. Professional Growth & Development – this part of the report would contain abstracts of eight (8) professional resources (i.e., journal articles, newspapers articles, technical reports, workshops/conferences) per reporting period.
2. Final report – this report is to be a scholarly endeavor reflecting the analytical skills expected at this academic level. The report may or may not be related to dissertation efforts, however, it should be approved by the Dean, Associate Dean for Administration, and the Coordinator of Internship Program. Finally it is expected the report would culminate in efforts toward a refereed publication.

Grading

The final grade for all graduate internships is based upon the following weighted factors:

Agency Supervisor Evaluations – 50%
 Biweekly Written Report – 25%
 Final Report – 25%

The final report may be completed in conjunction with another faculty member. In such cases, the cooperating faculty member will be responsible for submitting a grade to the Coordinator of Internship Programs. The Coordinator will then use this grade as 25% of the student’s final grade. In all other cases, the Coordinator of Internship Programs will be responsible for evaluate the Final Report.

3. Credit – not to exceed nine semester hours. Additional hours must be approved by the Associate Dean for Administration.