



**SAM HOUSTON STATE UNIVERSITY  
INTERNSHIP OFFICE – A214  
CRIMINAL JUSTICE CENTER  
Huntsville, Texas 77341-2296**



**(936) 294-1659**  
Office

**(936) 294-4055**  
Fax

**INTERNSHIP 101: GOING THROUGH THE PROCESS**

1. First, verify that you meet the qualifications:

Undergraduate:

- Must be majoring in Criminal Justice, Victim Studies, Security Studies
  - Must have completed 90+ semester hours toward degree requirements
  - Must have completed the 18-semester hour Criminal Justice, Victim Studies, and 18 graduate hours towards Security Studies core curriculum
  - Must have a minimum overall SHSU G.P.A. of 2.5 (state or local agency) and 3.0 G.P.A. (federal)
2. Complete the **Pre-Application Form** (Internship webpage) and take it to any Criminal Justice Advisor (undergraduate) or Doris Pratt (Graduate) in the C.J. Advisement Office.
  3. Federal applicants need to apply for their internships 12 months in advance. If you are applying for a state or local agency, apply about 6 months in advance.
  4. Complete the **Internship Packet**

To find forms, go to the Criminal Justice Webpage, click on Internship Programs, in drop-down box click Getting Started, and then click Get Proper Forms. All forms will be listed. **You must TYPE your information on each form and PRINT IN COLOR.** Make sure all forms are dated and signed with your original signature.

**Internship Packet (Undergraduate)**

- Undergraduate Internship Application
- Undergraduate Registration Form
- Academic Record Form
- Internship Release & Indemnity Agreement
- Undergraduate Student Agreement Form
- Buckley Amendment
- Lautenberg Amendment
- Resume – sample on webpage
- Two passport photos – Bearkat One
- Official Transcript – Registrar's Office
- Complete the **Screening Interview Form**

**Internship Packet (Graduate)**

- Graduate Internship Application Form
- Internship Release & Indemnity Form
- Graduate Student Agreement Form
- Lautenberg Amendment
- Buckley Amendment
- Narrative Statement
- Resume
- Two passport photos
- Official transcript

5. The completed packets should be turned in to Mrs. Shelly Beard, Internship Assistant, in Room A214, between the hours of 7:30 to 4:30 – Monday through Friday. If you meet all the necessary requirements, you will be approved for an internship, and, if needed, we will assist you in deciding upon a field placement. Please **DO NOT** set up an interview before being approved by the Internship Office.
6. After deciding which agency you want to apply with, check to see if the internship office has any additional paperwork required that must be completed before your interview.
7. If you are approved by the agency for an internship, have their representative sign the Registration Form approving the internship and return a copy to the Internship Office or write or e-mail Mrs. Beard notifying her of same.
8. Return the internship packet (or a copy of the packet if the agency wants to keep the original) and any additional correspondence with the agency to the internship office.
9. Obtain course and CRN numbers for registration.
10. Before beginning your internship, ensure the following:
  - You have signed all required amendments and forms. Copies of any correspondence between yourself and agency should be in your file.
  - The internship has accurate contact information for you AND your agency.
  - You received Dr. Dozier's Syllabus and other documents necessary for your internship.
  - That you have permission from the Internship Office to enroll in any additional hours of coursework.
  - If you are working part-time (only 20 hours per week or less permitted) in addition to your internship, be sure that you have signed letters from both your internship agency and your other employer acknowledging that your internship takes priority and that your part-time employment will not interfere with your internship.
11. For questions regarding the application process or internship paperwork, call Mrs. Shelly Beard, Internship Assistant, (936) 294-1659. You also need to call Mrs. Beard for appointments with Dr. Dozier concerning agency placement as she keeps his calendar.

Internship forms are located on the CJ website at [shsu.edu/academics/criminal-justice/internships/start.html](http://shsu.edu/academics/criminal-justice/internships/start.html):  
**These forms must be typed and printed on a color printer.**