



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 get guidance on where to apply based on your goals.
- Use the list below to serve as a springboard for internship ideas, so when you meet with the internship director, you will have an idea 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 credit in the internship program (see below).

1. Internship Application

- *Completed via Qualtrics **before** you are approved and go through orientation.*

2. Supervisor Acceptance Form

- *Serves as your First Day Attendance; this is available via Canvas when the associated course goes live at the start of the semester in which you intern.*

- **It is strongly recommended that you complete the application on a computer, not a mobile device.** You will need to upload a resume, references and unofficial transcripts, which is easier via desktop/laptop computers rather than on phones or tablets.
- 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 either the last week of classes or during finals week, pending availability of space. Interns will receive an email from the Internship Director with the dates of orientation 1-2 weeks after the deadline.

6. ADD THE CLASS DURING ORIENTATION

- The course does not appear in the Course Search interface, and is only available to students who attend the mandatory orientation.
- All students will register during their orientation session using specific codes provided by the Internship Director.
- It is recommended that students create a "backup" schedule in case their placement should fall through, and drop that schedule during orientation. This is ultimately up to the discretion of the student.