



USC Upstate Criminal Justice Internship

The criminal justice internship program is designed to provide students with the opportunity to apply knowledge gained in the classroom to the “real world.” Students will observe and participate in the actual day-to-day work activities of criminal justice agencies. Interns can test theories learned in the classroom on actual phenomena, observe how the “ideal type” criminal justice procedures are applied in real-life situations, and explore the career potential of a specific criminal justice agency or occupation. The experience gained through an internship will enhance students’ employment potential upon graduation. Students may earn from three to six hours of internship credit by registering in SCRJ 490.

Eligibility

Successful applicants will have a minimum of 75 credit hours accepted by USC Upstate. At least 15 of these hours must be from USC Upstate. The student must have a GPA of 2.25 on a 4.0 scale. Course prerequisites are SCRJ 101, 210, 220, & 230. Meeting eligibility requirements does not guarantee an internship placement. (Course prerequisites may be waived for students enrolled in the program prior to Fall 2007.)

Requirements

During the course of the internship, the student must satisfactorily complete the following:

- All paperwork required by the syllabus, including goals, time sheets, journals, evaluation forms, and a reflective paper;
- Forty-five hours of work with the agency for every hour of internship credit; and
- Three internship seminars.

Application Process

The student should begin during the first two weeks of classes in the semester PRIOR to the semester planned for the internship.

- The student should familiarize themselves with the eligibility requirements, application procedure, internship requirements, and approved agencies.
- The student should discuss the internship with their academic advisor. Since the internship application may be due prior to formal academic advisement, this may require a special appointment with the advisor.
- The student should prepare a resume. Make an appointment with Career Services for free expert advice.
- The student should complete an internship application.
- The internship application, a resume, and a copy of the student’s current academic record (from VIP) must be submitted to the Faculty Internship Coordinator by the application deadline. The application deadline for a spring internship is November 1. The application deadline for a summer internship is March 1. Deadlines for internships with federal agencies and a few other agencies are eight months prior to the planned internship.
- Once the application is approved, the student will receive a letter advising them to contact their approved Agency to set up an interview. The Faculty Internship Coordinator will contact the Agency recommending the student for an internship.
- No student may contact an agency about an internship until they have received notice of approval from the Faculty Internship Coordinator.
- Interviews should be set up immediately. Several agencies have lengthy background investigations that must be completed prior to the start of the internship.
- The Agency makes the final decision on acceptance on an intern. Students who are rejected by an Agency will be given the opportunity to apply with another Agency where appropriate.

Registration

Students will NOT be able to register for the internship online. Interns will receive an internship contract at the first internship seminar. The first internship is generally the Friday afternoon prior to the first day of classes for the semester. After all appropriate signatures have been obtained on the contract, interns will take it to the Records Office. Students are not registered for the internship until the contract has been submitted to the Records Office.