Buffalo State College

***Department of Criminal Justice***

Application for Student Internship

Completed applications should be submitted to the internship coordinator no later than September 15 for the Spring internship. There are earlier deadlines for most policing and federal internships. See the internship coordinator for specific criteria and deadlines for each internship site. The Career Development Center (CDC) workshops must be completed as part of your application. Consult the CDC website for the workshop schedule. Note that these workshops are offered only once or twice a month and are not offered over the summer. Applications are accepted six months to one year in advance of the internship.

Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Banner ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buffalo State Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # (\_\_\_\_) - \_\_\_\_-\_\_\_\_\_

Please indicate, in order of preference, the agencies where you would like to intern. A list of internship agencies is available on the department website. Discuss your preferences with the internship coordinator.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist for a completed application:

* Criminal Justice Major
* Minimum 2.75 GPA overall at Buffalo State (local agency)
* Minimum 3.0 GPA overall at Buffalo State (federal agency)
* Completion of all required core CRJ courses (CRJ 101, CRJ 201, CRJ 202, CRJ 204 CRJ 303,

CRJ 315)

* Attach your resume (approved by the Career Development Center)
* Attach fully signed Career Development Center Workshops form
* Attach current Full Report from Degree Works

You must have a minimum second semester junior status at the time of the internship (75 or more completed credits)

*CRIMINAL JUSTICE INTERNSHIP (CRJ 488)*

**Career Development Center Workshops Participation Verification**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester/Year Requesting Internship Credit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To apply for admission into the Criminal Justice Internship Course (CRJ 488), you must complete three Career Development Workshops: Creating Resumes for Success, Cover Letters that Count, and The Art of Interviewing. After you have participated in each of these workshops, request a CDC staff member to sign this form verifying your attendance. Completion is required before acceptance into the internship course.

**Creating Resumes for Success Workshop**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Workshop Career Development Staff Member Signature

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Cover Letters that Count Workshop**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Workshop Career Development Staff Member Signature

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**The Art of Interviewing Workshop**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Workshop Career Development Staff Member Signature

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Resume and Cover Letter were critiqued by Career Development Staff**

(Attach revised cover letter and resume to this sheet)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Meeting Career Development Staff Member Signature