

CJ&C INTERNSHIP APPLICATION

DATE ATTENDED CJ&C INTERNSHIP MEETING: _____

I. Application is for: 20____ Fall Spring Summer

II. Number of credit hours desired: ____3 (120 field hours) ____6 (240 field hours)

III. Standing (as of the proposed internship semester) __Junior __Senior IV. Expected graduation date: _____

V. Last Name _____ First Name _____

Local Address _____

Local Phone _____ Banner# _____

UNCC email _____ Non UNCC email (if applicable) _____

Permanent Phone & Address _____

VI. **Internship criteria.** Check each box:

~you are a declared CJ&C major.

~your overall GPA is at least 2.50 Please fill in your current overall GPA: _____

~ you acknowledge in return for University credit, you will pay for the course

VII. **Agency list.** List 3 agencies where you would like to complete an internship, including an address (in parenthesis state general interest, police, courts, social service, etc).

Choice 1: _____

Choice 2: _____

Choice 3: _____

VIII. **Career objective.** On another sheet of paper, briefly discuss your overall career objectives. Explain how this internship will further your career goals. This statement is a vital part of the screening process. Be specific, precise and clear. The career statement must be typed and double-spaced and no more than one page in length. This statement will be sent to the agencies on your behalf.

IX. **Ancillaries.** All students must prepare a RESUME and submit a current copy of your TRANSCRIPT (unofficial is acceptable). If you need assistance preparing a resume, go to <http://career.uncc.edu/accordions/write-resume>.

X. All the required information must be submitted to Dr. Kuhns at jbkuhns@uncc.edu. Send two pdf files in the application packet: (1) Completed Application (titled as "yourlastname_application.pdf"); (2a) Career personal goal statement; + (2b) Resume + (2c) Transcript (combine these three files as one file named "yourlastname_internship.pdf").

[How to combine PDF files](#)