



## College Of Public Safety Student Intern Checklist

We recommend taking any Internship in your last or second-to-last semester before graduating.

### Lower Division

For Criminal Justice Programs the course number is CJE 2940

For Fire Science or Emergency Administration and Management the course number is FFP 2940

### Upper Division

For all Public Safety Sub-Plans the course number is PAD 4940

These internship courses give you real world experience related to your major course of study. You will be graded on documented learning you gain through experience in the work setting. You can earn from 1 to 3 credits per course. You must work at least 60 hours on-the-job for each credit you earn.

### Requirements

- Declared Degree/Major and Sub Plan on Record
- Cumulative GPA of 2.5 or better
- Recommended by Faculty Advisor and approved by the Program Chair
- Completion of 70-75% of the coursework necessary for the degree plans.

### **Student Checklist**

- Meet all requirements
- Complete the Internship Application
- Submit application, your resume, and a recommendation from the Program Chair to the Internship Office.
- Begin Internship Search
- Inform Internship Office when Placed
- Register for the appropriate course and Attend Orientation