PROFESSIONAL INTERNSHIPS

PennState Abington

Criminal Justice

2022-2023 INTERNSHIP DEADLINES

Spring 2023: December 2
Summer 2023: April 14

IMPORTANT CONTACTS

CAREER & PROFESSIONAL DEVELOPMENT

215-881-7512

internships-ab@psu.edu

abington.psu.edu/career-development

CRIMINAL JUSTICE DEPARTMENT

Patricia Collins

Assistant Teaching Professor

pxc36@psu.edu

WHAT IS AN INTERNSHIP?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.
-NACE

WHO IS ELIGIBLE TO PARTICIPATE IN THE CRIMINAL JUSTICE INTERNSHIP PROGRAM?

All students majoring in Criminal Justice must complete a required internship upon completion of CRIMJ 290 & CRIMJ 250W. Students must have a minimum 2.0 GPA to qualify for an internship.

WHEN SHOULD I APPLY FOR THE INTERNSHIP?

We encourage students to begin searching for an internship at least one semester or 4-6 months prior to needing the internship.

WHEN WILL THE INTERNSHIP TAKE PLACE?

You can begin your internship once it is approved by your Faculty Internship Supervisor is officially registered on LionPath, and you and your site supervisor agree on a start date.

HOW MANY ACADEMIC CREDITS AND HOURS ARE INVOLVED?

Students will earn 3 credits and must complete 200 hours during the semester they are interning.

WHAT IS AN APPROPRIATE INTERNSHIP SITE?

Internships must take place in a professional setting, under direct supervision. Internship site supervisors must be in a professional position, and have experience in the specific field of study.

IS THIS THE ONLY INTERNSHIP I SHOULD COMPLETE WHILE I'M IN COLLEGE?

No, students are encouraged to experience more than one internship during college. Talk to your career counselor or Faculty Internship Supervisor to discuss your options.

CAREER & PROFESSIONAL DEVELOPMENT

Finding an Internship

TOOLS, RESOURCES, AND EVENTS

- Career Guide
- Nittany Lion Careers
- GoinGlobal
- Interviewing.com
- Campus Philly
- Internships.com
- Employer Websites
- Career Fairs
- Networking
- Professional Associations

ADDITIONAL INFORMATION

abington.psu.edu/campus-life/careers

GETTING STARTED

Step 1: Prepare

- Begin the internship planning process no later than **one semester before** the internship.
- Work with a career counselor to prepare your resume, cover letter, and references.
- Attend an Internship Planning Workshop to learn the process for registering an internship for academic credit.
- Meet with your faculty advisor to determine your eligibility to complete a required internship.
- Prepare for interviews by using Interviewing.com and/or participating in a mock interview with a career counselor.

Step 2: Conduct an Internship Search

- Utilize the tools, resources, and events to the left to conduct a comprehensive internship search.
- Meet with a career counselor to discuss additional resources and strategies.

Step 3: Secure and Register Your Internship for Credit

- Accept an internship offer.
- Visit https://www.abington.psu.edu/internship-application-process to access the letter template associated with your major.
- Provide your host employer with the letter template and request that it be completed, signed, and returned on offical company letterhead.
- Submit your internship application and accompanying employer letter.
- Await approval from CPD and your academic department.
- **Internships must receive CPD and academic department approval to be registered for credit.**

NEXT STEPS

- Once approved, the internship course will appear on your roster in LionPath.
- Report to your internship site on the date established by your site supervisor.
- Complete all academic requirements as outlined in the syllabus and Canvas course.

SEEK ASSISTANCE EARLY & OFTEN!

The staff in Career & Professional Development are here to help you succeed. Please reach out early and often for help during this process. Contact or visit us:

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