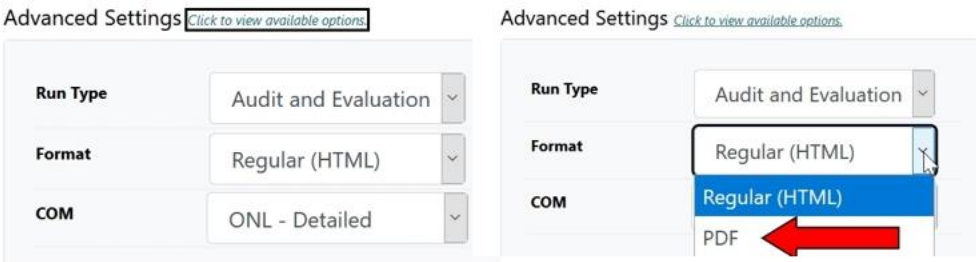


## INSTRUCTIONS FOR FILLING OUT AND UPLOADING THE REQUIRED DOCUMENTS

- DPR
- RESUME
- PLACEMENT REQUEST

You access the DPR in your student portal and you must download it as shown below:



Advanced Settings [Click to view available options](#)

Run Type: Audit and Evaluation

Format: Regular (HTML)

COM: ONL - Detailed

Advanced Settings [Click to view available options](#)

Run Type: Audit and Evaluation

Format: Regular (HTML)

COM: ONL - Detailed

PDF

PREPARED: 04/08/21 - 10:13 PM

PROGRAM CODE: BS CRIM VICTMOL

DEGREE PROGRESS REPORT

GRADUATION DATE: UNKNOWN

CATALOG YEAR: 2019

CRIMINOLOGY MAJOR - VICTIMOLOGY OPTION

2018-19 THRU CURRENT

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

**Audit Legend**

Codes

IP= In-Progress Course  
FP=Future In-Progress Course  
(R)= Required Course  
RP= Repeated Course  
>R= Repeatable Course  
>D=Repeated Course: Calculated in GPA  
>X =Duplicate Course: Not Calculated in GPA  
>S = Course credit split between requirements  
HS= High school course used for high school credit  
NG= No Grade Reported  
VA= Average of two or more courses with less than a C grade

**Transfer Legend**

After your download your DPR, rename it “your last name, first name, DPR Spring 2022 internship” and email it as a pdf document. Do not send a Google Docs link, attach the actual document.

DPRs not downloaded and saved as shown above will be rejected

## RESUME:

You must use your FresnoState email address in the resume. Do not use your personal email address.

Do not forget to indicate your major and option, when you started college, and when you expect to be done.

This information must be in the section with the heading EDUCATION

**Do not simply state FRESNO STATE. We are in California and there is no State by the name of Fresno. You are a student at California State University-Fresno**  
**People outside of California will likely not know what FRESNO STATE stands for.**

You must also indicate your major and option AND the type of degree. Many students do not know what degree they are hoping to receive. It is a B.S. in Criminology, not a B.A.

It is also not a degree in Criminal Justice

Examples of how education should be listed are shown below. You must follow one of the examples.

### Education

California State University, Fresno |**2017-Present**|  
*B.S., Criminology- Law Enforcement, expected May 2021*  
|Cumulative GPA: 3.76 | Major GPA: 3.80|



### EDUCATION

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California State University-Fresno  
B.S Criminology, Law Enforcement 2020  
Expected December 2020

Jan. 2019 to Present



### EDUCATION

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**California State University, Fresno (Fresno State): 08/17-Present**  
Bachelor of Science, Criminology-Corrections, expected 12/20, GPA 3.90  
Certificate of Victim Services- in progress- expected 12/20  
Member of National Society of Collegiate Scholars, Dean's List (4 semesters)



**The resume must be saved in pdf and attached to your email with the document name "Your last name, first name, Resume Spring 2022 internship"**

**When writing your email on the resume do NOT make the reader think you have problems or that you think an email address is supposed to be split like in the example below:**

haralds@csu  
fresno.edu

**If you are unable to list your email on one line, you are doing something wrong.**

**PLACEMENT REQUEST:**

You must first download it, open it with your computer, fill in all of the information asked for, depending on your choices of placement, and you must type in your student email address. Your name must also be listed as it appears on your university student portal.

You then resave as a pdf with the document name: "Your Last name First name Placement Request Spring 2022 internship"

After that you attach it to your email request for a permission number.

**Do not send a Google Docs link for the required documents. You must attach the actual document as a pdf. Do not send screenshots, photos, and other formats.**

Also indicate when you completed the online tutorial and if you obtained a perfect score.

**ALL OF THESE INSTRUCTIONS ARE ALREADY POSTED IN THE TUTORIAL THAT YOU COMPLETED.**

**ALL DOCUMENTS MUST BE SUBMITTED AS A PDF DOC**

**AFTER YOU CORRECTLY FOLLOW THESE INSTRUCTIONS AND ARE ISSUED A PERMISSION NUMBER, YOU MUST IMMEDIATELY REGISTER FOR AN INTERNSHIP CLASS. THE SECTION IS IRRELEVANT.**