

## JS 170 - INTERNSHIP

### COURSE DESCRIPTION

The internship is designed to provide broad exposure to the operations of a variety of justice-related agencies and organizations, including courts, law enforcement agencies, law offices, nonprofit organizations and community based programs. The internship student gains knowledge of the structure, goals, and work procedures of the agency/office by participating in activities and observations in the internship setting, and applies that knowledge to the completion of a paper on the internship experience that bridges theory and practice. The internship is limited to Justice Studies Department majors and minors. Students must complete JS 170 for graduation unless they are eligible to waive it based on professional experience. See waiver information below.

### COURSE OBJECTIVES

1. To provide observations and experience in or related to the professional role for which the student is preparing.
2. To offer practical experience in the use of general professional skills and techniques necessary for a successful career.
3. To provide professional supervision, guidance, and feedback for the student as she/he gains experience in the agency.
4. To develop capacity for professional and intellectual development in the Justice Studies field by successfully integrating theory and practice in a real world, justice related setting.

### ENROLLING AND REGISTERING IN JS 170

1. Start planning your internship the semester prior to enrolling. To find an internship placement, review the internship binder, internship bulletin board, meet with the internship advisors, attend internship informational meetings/lectures, or contact agencies directly where you may want to intern. If you are interested in working with an agency that requires extensive background checks (such as many federal agencies), start at least six months before you plan to register.
2. Complete on-line JS 170 Orientation presentation on Justice Studies website [www.sjsu.edu/justicestudies](http://www.sjsu.edu/justicestudies). Print and complete "JS 170 Pre-registration Form" also found on the website. **You must obtain the signature of the agency supervisor of your internship on that form prior to receiving faculty advisor approval for enrollment.**
3. Submit the completed pre-registration form to a JS 170 faculty advisor of your choice. You must meet with an advisor within the first 2 weeks of the semester. If all requirements are met, you will receive approval and an add code or "Permission Number" from that advisor. **Students must enroll immediately with the add code and verify their enrollment with their faculty advisor's class list before the "last day to add" for the term.** Late adds will not be accepted. If your intended internship is pending a background check or approval with higher level official, you may still be eligible to add, however it will be at the discretion of the JS 170 faculty advisor depending on whether your agency supervisor anticipates approving you upon a satisfactory outcome. Bring your meeting sheet and the advisor will sign your first meeting requirement.
4. Continue to meet with your faculty advisor to discuss your internship and address any questions or issues you may have.
5. Three units of internship credit are required for JS Majors, beginning in Fall 2009. Students may enroll in JS 170 Internship for an additional 3 units to be used as elective credits.
  - 3 units = 120 hours plus meetings with advisor (required for major)
  - 6 units = 240 hours plus meetings with advisor
6. You must negotiate and arrange your work hours with your internship agency or organization.

## INTERNSHIP REQUIREMENTS

### Requirements at the internship placement

1. Complete a minimum of 120 hours at the internship setting, as directed by your internship placement supervisor. Please note that some agencies may have additional time and scheduling commitments for interns.
2. Keep a “field note” journal throughout the semester that documents your activities and experiences at the site. We prefer a small (approximately 5”x8”) stenographer’s style coil-bound notebook, but any lined, coiled note pad is acceptable.
3. Provide the performance evaluation form to your agency supervisor and ensure that it is returned to your JS internship advisor once it is completed. The form is attached to this syllabus. It must be sent, faxed, emailed or hand-delivered to your faculty advisor by the Monday before the last day of class in the semester in which you are enrolled. Be sure to provide his/her name and address on the form.
4. Maintain professionalism at all times during the internship experience. You represent Justice Studies and San Jose State at your placement, and you have an obligation to both the agency and the university to behave ethically. **IT IS ESPECIALLY CRUCIAL THAT YOU DO NOT VIOLATE ANYONE’S PRIVACY OR THE AGENCY’S SECURITY IN YOUR DAY TO DAY LIVES. YOU MAY NOT POST ANYTHING ABOUT YOUR SETTING ON PUBLIC WEBSITES (I.E., MYSPACE, FACEBOOK SITES) OR DISCUSS CONFIDENTIAL INTERNSHIP BUSINESS WITH FRIENDS AND ACQUAINTANCES.** Violation of this policy may result in a no credit for the course, and possibly referral to the SJSU Office of Student Conduct.

### Requirements in the JS Department

1. Attend three (3) in-person internship meetings with your advisor to discuss your internship experience. Your first meeting is an individual meeting with your assigned advisor within the first 2 weeks of the semester. The remaining meetings will be group meetings with your internship advisor. Meeting dates and times will be established by your internship advisor, and will directly address completing the internship and the JS requirements (the paper and activities).
2. Complete a term paper that describes and analyzes your experience with the department or agency. You must follow the paper guidelines below in order to receive credit. Consult your internship advisor for more information.
3. Papers in final typed form (along with agency evaluations, field notebook, and meeting attendance sheet) are due on the Monday prior to the last regular day of classes (before finals), unless you have made other arrangements with your assigned advisor. Late papers will result in an incomplete or a grade of no-credit.

### Internship Paper Requirements

Students must complete a five (5) to seven (7) page paper in proper APA format that describes and analyzes their experience with the department or agency. The paper must be in 12-point, Times New Roman font, with 1-inch margins. For six (6) units, the paper must be a minimum of 10 pages (please see your internship advisor for specific details). The format must include items 1-3 as delineated below.

### Paper Guidelines

1. A general analysis of the intern experience and how it related to your academic experiences; that is, “bridging the gap” between theory and practice. In this regard, at least four scholarly citations (preferably empirical or theoretical) must be provided. For six (6) units, there must be at least seven citations. Use APA format and the guidelines can be found in the American Psychological Association, 5<sup>th</sup> Edition APA reference book available at any bookstore. In this section, you should address what you learned about the way justice is sought and achieved (or not) in the real world. You may contrast your specific observations to what scholarly research suggests about how that kind of agency or organization functions.

2. A brief description of what you did; list the duties in order of importance and the approximate percentage of time spent on each activity. Describe the general level of sophistication and amount of energy (both mental and physical) that your job required.
3. A specific analysis of what you really liked about the job and why (i.e., why was the experience “meaningful” to you?) and what you really disliked about the job and why (i.e., why was the experience not as good as it might have been?). In this section, you might comment about how the experience shaped your thinking about your career choices and options. Conclude with an overall evaluation of your intern experience in one or two summary paragraphs.

NOTE REGARDING PLAGIARISM: Adhere to the SJSU code prohibiting plagiarism. Any plagiarized work will result in a grade of no credit (“NC”) for the course and may not be resubmitted. It will also result in disciplinary action by the Department or University. Policy regarding plagiarism at SJSU can be located at: <http://www2.sjsu.edu/senate/S02-4.pdf>

## MISCELLANEOUS

### Waiver of JS 170

1. Students who have recently (within the past 3 years) worked at least half-time with a public sector justice-related agency or organization may be eligible to waive JS 170. The work experience must be sufficiently extensive and must be more than an entry level position with few responsibilities to qualify for the waiver.
2. To petition for a waiver, submit the following to an internship faculty advisor or department chair: A letter with original signature on agency letterhead from your supervisor that outlines your length of employment, the average number of hours you work(ed) per week, your job title and your specific duties in that job. Make sure that contact information is provided by your supervisor for any follow-up or verification of information that may be needed. You must get final approval from the department chair to waive JS 170.
3. If you waive JS 170 you must take another 3-unit upper-division JS course in its place.

### Grading

This is a credit/no credit (CR/NC) course. In order to receive credit a student must complete the required hours in the internship setting, fulfill the meetings and activities requirement, submit a satisfactory paper that fulfills all the requirements as outlined above, and receive a satisfactory or better evaluation from the agency. If all requirements are not met, students will receive NC unless they make prior arrangements with their advisor to finish work hours and complete a “Contract of Incomplete” agreement form. Students who receive a grade of Incomplete (“I”) have one academic year to complete the remaining work. It is the student’s responsibility to adhere to all deadlines and submit the remaining work to the faculty advisor allowing him/her sufficient time to read and evaluate the work *before* the one-year deadline has expired.

## STUDENT RESPONSIBILITY

Accepting the internship arrangement, the students agree to fulfill several responsibilities.

1. Students must conduct themselves in a manner that reflects credit upon the agency, themselves and the Justice Studies Department of San Jose State University.
2. Students are expected to comply with all university rules and regulations that would apply if they were on campus; and, in addition, to all policies, rules and regulations of the participating agencies.

SAN JOSE STATE UNIVERSITY  
JUSTICE STUDIES DEPARTMENT  
ONE WASHINGTON SQUARE  
SAN JOSE, CALIFORNIA 95192-0050

**INTERN PERFORMANCE EVALUATION**

Please Return to Student Faculty Advisor: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Semester/Date: \_\_\_\_\_

4 = Superior    3 = Good    2 = Average    1 = Poor    X = No Criteria to Evaluate

**Ability to carry on agency work**

1. Understanding of purpose and function of agency	4	3	2	1	X
2. Ability to understand and use agency policies and procedures efficiently	4	3	2	1	X
3. Ability to plan, organize, and use time effectively	4	3	2	1	X

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Development of skill**

1. Ability to obtain pertinent information when needed	4	3	2	1	X
2. Ability to plan course of action	4	3	2	1	X
3. Ability to relate and apply knowledge of specialized area to problem or agency function	4	3	2	1	X
4. Ability to communicate with staff and others	4	3	2	1	X
5. Ability to record pertinent facts	4	3	2	1	X
6. Ability to write & summarize facts	4	3	2	1	X
7. Ability to give oral reports	4	3	2	1	X

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Acceptance and use of Supervision**

1. Understanding of supervisory relationship	4	3	2	1	X
2. Acceptance of supervisor authority	4	3	2	1	X

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Capacity for Professional Development**

1. Integration of theory and practice	4	3	2	1	X
2. Shows pattern of continuous learning	4	3	2	1	X
3. Ability to focus on problems and needs of agency	4	3	2	1	X
4. Attitude towards professional development	4	3	2	1	X
5. Promptness	4	3	2	1	X
6. Dependability	4	3	2	1	X

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Hours Completed: \_\_\_\_\_

<p><b>Internship Supervisor:</b></p> <p>_____</p> <p style="text-align: center;">(Please Print Name)</p> <p>_____</p> <p style="text-align: center;">(Signature)</p> <p>_____</p> <p style="text-align: center;">(Email)</p>	<p style="text-align: center;"><b><u>AGENCY CONTACT INFORMATION:</u></b></p> <p>_____</p> <p style="text-align: center;">(Date)</p> <p>_____</p> <p style="text-align: center;">(_____) (Phone)</p> <p><b>Agency:</b> _____</p> <p><b>Department:</b> _____</p> <p><b>Agency Address:</b> _____</p> <p>_____</p>
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TAKE THIS WITH YOU TO THE MEETINGS TO OBTAIN SIGNATURES

**JS 170 INTERNSHIP MEETINGS**

**Internship Meetings**

Attend three (3) internship meetings offered by the internship advisors throughout the semester to discuss your internship experiences. The first meeting is an individual meeting with your assigned advisor during the first 2 weeks of the semester. The remaining meetings will be set up with your internship advisor. This is a mandatory requirement and you will not receive credit if you do not complete meeting requirements during the semester you are enrolled in 170.

	Date	Internship Advisor
Meeting 1	_____	_____ signature
Meeting 2	_____	_____ signature
Meeting 3	_____	_____ signature