JS 181 INTERNSHIP MEETINGS SHEET

**Internship Meetings**
Attend three (3) internship meetings offered by the JS 181 course instructors throughout the semester to discuss your internship experiences. The first meeting is an individual meeting with your assigned JS 181 instructor at the beginning of the semester. The remaining meetings are group meetings and will be set up with your JS 181 course instructor. 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 JS 181.

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<th>JS Course Instructor</th>
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**Meeting 1**

- Pre-registration form and Internship agreement form must be submitted to the department prior to the beginning of the semester.
- Instructor verifies that the student has cleared any necessary background checks and is ready to start their hours the first week of class.
- Instructor will call the supervisor in the first two weeks of the semester to verify that the duties and responsibilities are active and engaging, that the student will complete 120 hours in the semester and that the agency internship supervisor will verify those hours when they complete their evaluation form near the end of the semester.
- Instructor will inform the student that credit for the internship is composed of 4 parts: a field journal documenting their 120 hours, a JS 181 paper, the supervisor’s evaluation, and this internship meetings sheet with signatures.

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**Meeting 2**

- Instructor will check on hours performed so far, and advise students if they need to seek more hours per week to complete their required 120 hours by the end of the semester.
- Instructor will check in on the interns’ field journal quality, ensuring that students are counting their hours but also documenting reflectively and critically their duties and responsibility in relation to their justice studies experience.
- Instructors will encourage students to begin researching their minimum of 4 academic sources needed for their JS 181 paper. These sources must be peer-reviewed books, book chapters, or journal articles.
- Instructors will ensure that students are performing duties and responsibilities that actively engage their skills and talents. Passive activities like filing, paperwork, ride-alongs, and similar duties should not exceed 25% of student activities.

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**Meeting 3**

- Instructor will make sure that students will complete their hours by the last day of instruction.
- Instructor will inform students to turn in all materials by the Monday before the last day of instruction to the JS office during regular office hours. Materials must be in a large envelope. Students must make backup copies of all their materials, including their journal.
- Instructors will remind students to give their supervisors at least two weeks to fill out and return the evaluation form.
- Instructor will elaborate on the requirements of the JS 181 paper.