AJ 170 INTERNSHIP

COURSE DESCRIPTION
The internship is designed to provide a broad exposure to the operations of federal, state and local criminal justice agencies, law offices or corporations, and a knowledge of the structure, goals, and work procedures of the agency/office by participating in guided observations and activities. The internship is limited to Administration of Justice majors and minors. Students must complete AJ 170 for graduation unless you have recent criminal justice related experience. See waiver below.

COURSE OBJECTIVES
1. To provide observations and experience in or related to the professional role for which the students is preparing.
2. To offer practical experience in the use of general professional skills and techniques necessary for a successful career in the administration of justice.
3. To provide professional supervision, guidance and feedback for the student as she/he gains experience and knowledge in the agency.

COURSE REQUIREMENTS/RESTRICTIONS
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 coordinator or advisors, attend internship informational meetings/lectures or contact agencies directly where you may want to interm.
2. Complete the Internship Information Form available in AJ Dept and submit it to the internship coordinator, Jan Hagemann MH 527, to obtain the add code to register and be assigned an internship advisor. You should meet with your assigned advisor to discuss your internship and address any questions or issues you may have. Your first meeting with your assigned advisor will be counted as your first of three required meetings. You should meet with your advisor within the first 2-3 weeks of the semester. You should drop by their office during their posted office hours.
3. 3 units of internship is required for AJ Majors. Students may enroll in AJ 170 Internship for an additional 3 units to be used as elective credits.

   1 units = 30 hours
   2 units = 60 hours
   3 units = 90 hours
   6 units = 180 hours

4. You must negotiate hours and times with the agency or organization you are interning with.
5. Attend three internship meetings to discuss your internship experience. Your first meeting must be with your assigned advisor within the first 2-3 weeks of the semester. This is an individual meeting and you should drop by their office during their posted office hours or make an appointment with them. The remaining two meetings are group meetings with any of the internship advisors (you do not have to attend with your assigned advisor). Meeting dates and times will be posted outside AJ office by the second week of each semester.
6. Attend two Internship Lectures offered by the department each semester. You may use lectures you attended during previous semesters as credit towards the two required.
7. Provide performance evaluation form. This is to be filled out by agency or organization at end of internship. Form is attached to this greensheet.
8. Complete an eight to ten page paper that describes and analyzes your experience with the department or agency. If you are enrolled for 6 units your paper should be fifteen to twenty pages long.
9. Papers, performance evaluation, and meetings/lectures attendance form should be submitted to your assigned advisor the Monday prior to the last regular class of instruction for the semester (before finals).
WAIVER OF AJ 170
1. Students who have recently (within the past 3 years) worked at least half-time with a public sector criminal justice agency or organization may waive AJ 170.
2. To petition for a waiver, submit documentation to an internship advisor. You must get approval from an internship advisor and department chair to waive AJ 170.
3. If you waive AJ 170 you must take another upper-division AJ course in its place.

RESPONSIBILITY OF STUDENTS
Accepting the internship arrangement, the students agree to fulfill several responsibilities.
1. Conduct themselves in a manner which reflects credit upon the agency, themselves and the Administration of Justice 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.

GRADING
This is a CR/NC course. In order to receive credit a student must complete the required hours, submit a satisfactory paper and receive an acceptable evaluation from his/her agency.

INTERNSHIP PAPER
Every student must complete an eight to ten page paper that describes and analyzes their experience with the department or agency.

INTERNSHIP PAPER GUIDELINES
1. 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.

2. A general analysis of the intern experience and how it related to your academic experiences (e.g., textbooks, journals, etc.); that is, “bridging the gap” between theory and practice. In this regard, at least two citations (preferably empirical or theoretical) must be provided. Use APA format and the guidelines can be found in the American Psychological Association, 4th Edition APA reference book available at any bookstore.

3. A specific analysis of what you really liked about the job and why (i.e., why was the experience “meaningful” to you?).

4. A specific analysis of what you really disliked about the job and why (i.e., why was the experience not as good as it might have been?).

5. Provide your overall evaluation of your intern experience in one or two summary paragraphs. Finally, indicate what rating you would assign the internship on a 1 to 5 scale (1 signifying that you disliked almost all aspects of the experience and 5 signifying that you liked almost all aspects of the experience. A rating of 4 or above means that you would recommend an internship in the agency to your friends.)

6. Due date: Papers in final typed form (along with agency evaluations and meeting/lecture attendance) 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.
# Intern Performance Evaluation

**Student's Name:** ____________________________  **Semester/Date:** ____________________________

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>4</td>
<td>Superior</td>
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<td>3</td>
<td>Good</td>
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<td>2</td>
<td>Average</td>
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<td>1</td>
<td>Poor</td>
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<td>X</td>
<td>No Criteria to Evaluate</td>
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**A. Ability to carry on agency work**

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1. **Understanding of purpose and function of agency**

2. **Ability to understand and use agency policies and procedures efficiently**

3. **Ability to plan, organize, and use time effectively**

**Comments:** ____________________________________________

---

**B. Development of skill**

1. **Ability to obtain pertinent information when needed**

2. **Ability to plan course of action**

3. **Ability to relate and apply knowledge of specialized areas to problem or agency function**

4. **Ability to communicate with staff and others**

5. **Ability to record pertinent facts**

6. **Ability to write and summarize facts**

7. **Ability to give oral reports**

**Comments:** ____________________________________________
C. Acceptance and use of Supervision
   1. Understanding of supervisory relationship
   2. Acceptance of supervisory authority

Comments:__________________________________________

D. Capacity for Professional Development
   1. Integration of theory and practice
   2. Show pattern of continuous learning
   3. Ability to focus on problems and needs of agency
   4. Attitude towards professional development
   5. Promptness
   6. Dependability

Comments:__________________________________________

Number of Hours Completed: _______________________

Agency Contact information:

Internship Supervisor: ________________________________

Agency Address: ________________________________

Phone number: ________________________________

Email address: ________________________________
AJ 170 INTERNSHIP
MEETINGS AND LECTURES

Internship Meetings

Attend three 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 2-3 weeks of the semester. The remaining meetings are group meetings with any of the internship advisors (you do not have to attend the group meetings with your assigned advisor). Meeting dates and times will be posted outside the AI office by the second week of each semester. 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. Please see your assigned internship advisor before the end of the semester if you have questions regarding the meeting or lecture requirement.

<table>
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<tr>
<th>Date</th>
<th>Internship Advisor</th>
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<tbody>
<tr>
<td>Meeting 1</td>
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<tr>
<td>(Individual meeting with your assigned advisor)</td>
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<tr>
<td>Meeting 2</td>
<td></td>
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<tr>
<td>(group meeting – see dates and times posted)</td>
<td></td>
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<tr>
<td>Meeting 3</td>
<td></td>
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<tr>
<td>(group meeting – see dates and times posted)</td>
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Guest Lectures

Attend two Internship Lectures offered by the department each semester. You may use lectures you attended during previous semesters as credit towards the two required. See Internship Coordinator for sign up sheets from prior semester.

<table>
<thead>
<tr>
<th>Date/Semester</th>
<th>Guest Speaker/Agency</th>
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<tbody>
<tr>
<td>Lecture 1</td>
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<tr>
<td>Lecture 2</td>
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Interns Name

Assigned Internship Advisor

Semester Enrolled

Submit completed form to internship advisor with final paper and evaluation
AJ 170 INTERNSHIP

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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 in the administration of justice.
3. To provide professional supervision, guidance and feedback for the student as she/he gains experience and knowledge in the agency.

COURSE REQUIREMENTS/RESTRICTIONS
1. Discuss internship with faculty coordinator prior to enrollment. Names of faculty coordinators are available on the wall outside of the AJ office.
2. Number of hours required to complete internship
   1 unit = 45 hours
   2 units = 90 hours
   3 units = 135 hours
3. You must negotiate hours and times with the agency or organization you are interning with.
4. Discuss periodically with faculty coordinator your internship experiences.
5. Provide performance evaluation form. This is to be filled out by agency or organization at end of internship. Form is attached to this greensheet.

WAIVER OF AJ 170
1. Students who have recently (within the past 3 years) worked at least half-time with a public sector criminal justice agency or organization may waive AJ 170.
2. To petition for a waiver, submit documentation to an internship coordinator. You must get approval from the faculty coordinator and department chair to waive AJ 170.
3. If you waive AJ 170 you must take another upper-division AJ course in its place.

RESPONSIBILITY OF STUDENTS
Accepting the internship arrangement, the students agree to fulfill several responsibilities.
1. Conduct themselves in a manner which reflects credit upon the agency, themselves and the Administration of Justice 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.

GRADING
This is a CR/NC course. In order to receive credit a student must complete the required hours, submit a satisfactory paper and receive an acceptable evaluation from his/her agency.

INTERNSHIP PAPER
Every student completing an internship must complete an eight to ten page paper that describes and analyzes their experience with the department or agency. (See Internship paper guidelines on back)
INTERNERSHIP PAPER GUIDELINES

1. 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.

2. A general analysis of the intern experience and how it relates to your academic experiences (e.g., courses or lectures, textbooks, journals, etc.); that is, "bridging the gap" between theory and practice. At least two examples and/or citations must be provided.

3. A specific analysis of what you really liked about the job and why (i.e., why was the experience "meaningful" to you?).

4. A specific analysis of what you really disliked about the job and why (i.e., why was the experience not as good as it might have been?).

5. Provide your overall evaluation of your intern experiences in one or two summary paragraphs. Finally, indicate what rating you would assign the internship on a 1 to 5 scale (1 signifying that you disliked almost all aspects of the experience and 5 signifying that you liked almost all aspects of the experience). A rating of 4 or above means that you would recommend an internship in the agency to your friends.

6. Due date: Papers in final typed form (and agency evaluations) are due no later than ______________. Late papers will result in an incomplete or a grade of no-credit.
**SAN JOSE STATE UNIVERSITY**
**ADMINISTRATION OF JUSTICE DEPARTMENT**
**ONE WASHINGTON SQUARE**
**SAN JOSE, CALIF. 95192-0050**

**INTERN PERFORMANCE EVALUATION**

Student's Name:____________________________________________________________________

<table>
<thead>
<tr>
<th>4 = Superior</th>
<th>3 = Good</th>
<th>2 = Average</th>
<th>1 = Poor</th>
<th>X = No Criteria to Evaluate</th>
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A. **Ability to carry on agency work**
   1. Understanding of purpose and function of agency
   2. Ability to understand and use agency policies and procedures efficiently
   3. Ability to plan, organize, and use time effectively

   Comments:____________________________________________________________________

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

   Comments:____________________________________________________________________
C. Acceptance and use of Supervision
   1. Understanding of supervisory relationship
      
   2. Acceptance of supervisory authority
      
   Comments:________________________________________

D. Capacity for Professional Development
   1. Integration of theory and practice
   2. Shows pattern of continuous learning
   3. Ability to focus on problems and needs of agency
   4. Attitude toward professional development
   5. Promptness
   6. Dependability

   Comments:________________________________________

Signature of Agency Supervisor

Agency

Work Unit

Number of Hours Completed:__________________
SAN JOSE STATE UNIVERSITY
Department of Administration of Justice

APPLICATION FOR INTERNSHIP

date: ________________

This application must be typewritten and must be submitted to Dr. Anna Kuhl in the Department of Administration of Justice by the end of the semester prior to internship semester.

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<th>LOCAL PHONE #:</th>
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<th>HOME ADDRESS:</th>
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<tr>
<th>YEAR IN SCHOOL:</th>
<th>DATE OF BIRTH:</th>
<th>HOURS COMPLETED AJ:</th>
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DO YOU HAVE A COMMITMENT FROM A SPECIFIC AGENCY FOR THIS SESSION?

YES   NO

IF SO, PLEASE LIST PERSON CONTACTED, TITLE, ADDRESS AND TELEPHONE NUMBER:


WHAT TYPE OF GOVERNMENTAL AGENCY WOULD YOU LIKE TO WORK FOR IF YOU DO NOT HAVE A SPECIFIC COMMITMENT?
Have you ever been convicted of a felony/misdemeanor?

____ Yes  _____ No

If yes, please give date, type of offense, and disposition:

________________________________________________________

________________________________________________________

________________________________________________________

Are you bilingual?  _____ Yes  _____ No

If yes, what language?

________________________________________________________

LIST THREE REFERENCE (ONE SHOULD BE FROM ADMINISTRATION OF JUSTICE)

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<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>POSITION</th>
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Phone:

Phone:

Phone:

APPROVED: ___________________  NOT APPROVED: ___________________
Intern Evaluation

Name of Intern: ________________________________________________

Agency: _______________________________________________________

Area of Assignment: ___________________________________________

Nature of Duties:

Please provide a brief narrative describing the work performance of the intern. If possible, identify specific strengths and weaknesses.

Strengths:

Weaknesses:

Overall Rating: Superior ___ Above Average ___ Average ___ Fair ___ Poor ___

Recommendations for improving performance and overcoming weaknesses.

Supervisor: ____________________________________(signature)

Position of Rater: ___________________________ Title of Rater: __________

Mail to: Professor Jack Kuykendall
Administration of Justice Dept.
508 MacQuarrie Hall
San Jose State University
San Jose, CA 95192
SAN JOSE STATE UNIVERSITY

CORRECTIONS INTERNSHIP EVALUATION

Necessary as one of the academic requirements of Corrections Internship (AJ 170) and for the future planning of this program is a two part evaluation of your intern experience this semester. This first part consists of the completion of the following questionnaire regarding your orientation and assimilation into the agency and the overall administration of the Internship program. The latter part of the requirement is an analytical paper (typed) of your specific experiences and activities with your particular agency.

In completing the questionnaire, please include an explanation of your answer in the space provided for comments. Circle appropriate value.

1. How would you evaluate the pre-internship orientation program on campus in terms of preparation for your actual intern experience?
   1. Excellent
   2. Good
   3. Fair
   4. Poor
   5. Not Applicable
   Comments:

2. Evaluate the adequacy of your introduction into your specific agency.
   1. Excellent
   2. Good
   3. Fair
   4. Poor
   5. Not Applicable
   Comments:

3. How successful were your first few weeks with your agency?
   1. Excellent
   2. Good
   3. Fair
   4. Poor
   5. Not Applicable
   Comments:

4. How significantly do you feel you contributed to the general operation of the office?
   1. I contributed a great deal to its operation.
   2. I had a good effect on its operation.
   3. I contributed something to its operation.
   4. I had little or no effect on its operation.
   5. Not Applicable
   Comments:
5. What type of working relationship developed between you and your immediate supervisor?
   1. Excellent
   2. Good
   3. Fair
   4. Poor
   5. Not Applicable

   Comments:

6. To what extent do you feel your supervisor was cognizant of his role as an educator of the Criminal Justice process?
   1. To a great extent
   2. Average
   3. Very little
   4. Not at all
   5. Not Applicable

   Comments:

7. How effective was the agency in its use of your specific talents, background, and experience?
   1. Excellent
   2. Good
   3. Fair
   4. Poor
   5. Not Applicable

   Comments:

8. How well did you get along with the other personnel in the office?
   1. Excellent
   2. Good
   3. Fair
   4. Poor
   5. Not Applicable

   Comments:

9. To what degree were you subjected to an excess amount of "busy work" such as typing, filing, etc.?
   1. To an unusual degree
   2. Average
   3. Very little
   4. None
   5. Not Applicable

   Comments:

10. To what degree do you feel your internship experience was of benefit to you in your knowledge of the Criminal Justice process?
    1. Outstanding
    2. Better than average
    3. Average
    4. Below average
    5. Not Applicable

    Comments:
11. How would you compare your Internship experience to formal classwork in regard to an increased knowledge of the Criminal Justice process?
   1. Outstanding
   2. Better than average
   3. Average
   4. Below average
   5. Not Applicable

   Comments:

12. How would you rate the overall administration of the Internship program?
   1. Excellent
   2. Good
   3. Fair
   4. Poor
   5. Not Applicable

   Comments:

13. Evaluate your degree of satisfaction with the Internship program.
   1. Very well satisfied
   2. Well satisfied
   3. Satisfied
   4. Unsatisfied
   5. Not Applicable

   Comments:

14. Do you feel the academic requirements for Administration of Justice 170 are fair?
   1. Strongly agree
   2. Agree
   3. Disagree
   4. Strongly disagree
   5. Not Applicable

   Comments:

15. Would you recommend the Internship Program to other students?
   1. Very highly recommended
   2. Highly recommended
   3. Recommended
   4. Not recommended
   5. Not Applicable