

AJ 270 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 masters students who must also arrange to undertake a specific research or policy review during the internship.

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.
4. To participate in research, evaluation or policy reviews and planning in the agency.

COURSE REQUIREMENTS/RESTRICTIONS

1. Discuss internship with graduate coordinator prior to enrollment.
2. Number of hours required to complete internship
 - 1 units = 30 hours
 - 2 units = 60 hours
 - 3 units = 90 hours
3. You must negotiate hours and times with the agency or organization you are interning with.
4. Attend two of the three Internship lectures offered during the semester.
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.

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.
2. A general analysis of the intern experience and how it related to your academic experiences (e.g., courses or lectures, textbooks, journals, etc.); that is, “bridging the gap” between theory and practice.
3. A specific report on the results of the research evaluation or policy review and planing in which you participated.
4. 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.)
5. Due date: Papers in final typed form (and agency evaluations) are due no later than one week before the last day of class instruction of the semester (before finals). 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, CALIFORNIA 95192-0050

INTERN PERFORMANCE EVALUATION

Student's Name: _____

4 = Superior
 3 = Good
 2 = Average

1 = Poor
 X = No Criteria to Evaluate

A. <u>Ability to carry on agency work</u>	4	3	2	1	X
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. <u>Development of skill</u>					
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	4	3	2	1	X
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: _____

Signature of Agency Supervisor

Agency

Work Unit

Number of Hours Completed: _____