

## 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 intern.
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, 4<sup>th</sup> 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.

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

INTERN PERFORMANCE EVALUATION

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

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: \_\_\_\_\_

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

Agency Contact information:

Internship Supervisor:

\_\_\_\_\_

Agency Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Agency Supervisor

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Department

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 AJ 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.

Date

Internship Advisor

Meeting 1 \_\_\_\_\_  
(Individual meeting with your assigned advisor)

Meeting 2 \_\_\_\_\_  
(group meeting – see dates and times posted)

Meeting 3 \_\_\_\_\_  
(group meeting – see dates and times posted)

### 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.

Date/Semester

Guest Speaker/Agency

Lecture 1 \_\_\_\_\_

Lecture 2 \_\_\_\_\_

Interns Name \_\_\_\_\_

Assigned Internship Advisor \_\_\_\_\_

Semester Enrolled \_\_\_\_\_ Units \_\_\_\_\_

*Submit completed form to internship advisor with final paper and evaluation*

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## 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.
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## 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)

## 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 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 \_\_\_\_\_.  
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 ADMINISTRATION OF JUSTICE DEPARTMENT  
 ONE WASHINGTON SQUARE  
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Student's Name: \_\_\_\_\_

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A. <u>Ability to carry on agency work</u>	4	3	2	1	X
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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.	<u>Acceptance and use of Supervision</u>	4	3	2	1	X
	1. Understanding of supervisory relationship	_____	_____	_____	_____	_____
	2. Acceptance of supervisory authority	_____	_____	_____	_____	_____

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

D.	<u>Capacity for Professional Development</u>					
	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.

NAME: \_\_\_\_\_ SJSU ID #: \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_ LOCAL PHONE #: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_

YEAR IN SCHOOL: \_\_\_\_\_ DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_

ADVISOR: \_\_\_\_\_ OVERAL GPA: \_\_\_\_\_

HOURS COMPLETED: \_\_\_\_\_ HOURS COMPLETED AJ: \_\_\_\_\_

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)

NAME	ADDRESS	POSITION
_____	_____	_____
		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 \_\_\_

Recomendations 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



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  
Comments: