

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 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 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. 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, and attend internship informational meetings/lectures or contact agencies directly where you may want to intern.
2. Attend one of four scheduled Informational Meetings at the beginning of the semester. Times and locations are posted on the Internship Bulletin Board, 5th floor of MacQuarrie Hall. (This informational meeting does **not** count towards one of the 3 required meetings. See #6, below.) Obtain and complete the Internship Information Form, and obtain an add code, or "Permission Number" to add AJ 170 from the 170 Advisor(s) at the meeting. (If you are unable to attend one of these meetings, go to the office hours of one of the Internship Advisors (see Internship Bulletin Board).
3. 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 must meet with your advisor within the first 2-3 weeks of the semester. If you do not meet with your internship advisor by the end of the first three weeks of the semester, you will receive an "NC" for AJ170. You should drop by their office during their posted office hours.
4. 3 units of internship are 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
5. You arrange the hours and times with the agency or organization you are interning with.
6. Attend three internship meetings to discuss your internship experience. Your first meeting is an individual meeting with your assigned advisor within the first 3 weeks of the semester. 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, MH 508.
7. 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.
8. Provide performance evaluation form. This is to be filled out by the agency or organization at the end of internship. Form is attached to this greensheet.
9. 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.
10. 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 (2,000-2,500 words) that describes and analyzes their experience with the department or agency. Paper must be typed, in standard font, size 10-12, doubled spaced, with 1" margins.

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.), "bridging the gap" between theory and practice. In this regard, at least two empirical scholarly references must be provided and cited in APA format. APA format and the guidelines can be found in the American Psychological Association, 5th Edition APA reference book available at any bookstore, the reference desk of the library, or at <http://library.sjsu.edu/leap/cite.htm>
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, (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 are 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	_____	_____	_____	_____	_____

September'03

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: _____

Signature of Agency Supervisor

Agency Contact information:

Internship Supervisor: _____

Agency: _____

Please complete the following information or attach your business card:

Agency Address: _____

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 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 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 _____

Intern Name _____

Assigned Internship Advisor _____

Semester Enrolled _____ Units _____

Submit completed form to internship advisor with final paper and evaluation

8/13/2002

SAN JOSE STATE UNIVERSITY
AJ 170 INTERNSHIP INFORMATION SHEET

Internship semester: Fall _____ Spring _____ Year _____

Interns name: _____

Social Security Number: _____ Units: _____

Phone number: _____ Email: _____

Internship Location: _____

Address: _____

Internship supervisor: _____

Phone number: _____

AJ Internship Advisor _____

Please complete this form to receive the registration code for AJ 170.
You must attend an informational meeting the semester prior to starting your
internship or during the first week of the semester you plan to enroll in AJ 170 to
receive the registration code and course syllabus for AJ 170.