

AJ 270 INTERNSHIP

COURSE DESCRIPTION

The internship is designed to provide 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 project, protocol development, 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 evaluation research, protocol development or policy reviews and planning in the agency.

COURSE REQUIREMENTS

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 want to do the internship
2. Discuss internship with graduate coordinator prior to enrollment and obtain the add code to register.
3. Meet with the supervisor of your internship and discuss the special research project, protocol development or policy review you will undertake. Write up a brief (one page) description of this project and submit it for approval to both your supervisor and the graduate coordinator.
4. Number of hours required to complete internship

1 units = 30 hours

2 units = 60 hours

3 units = 90 hours

5. You must negotiate hours and times with the agency or organization you are interning with.
6. Attend two of the three Internship lectures offered during the semester.
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 8-10 page paper, 12 point, double-spaced, APA style (see attached guidelines) and submit to the graduate coordinator by the last day of class for the semester, before the finals.

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. Late papers will result in an incomplete or a grade of no-credit.

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, attempt to "bridge the gap" between theory and practice. Reference this with appropriate scholarly research.
3. The main body of your paper should be a specific report on the results of the research evaluation, protocol development 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 fellow students.)

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. 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 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	_____	_____	_____	_____	_____

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: _____

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