

JS 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 Justice Studies majors and minors. Students must complete JS 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 Justice Studies.
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 advisors, attend internship informational meetings/lectures or contact agencies directly where you may want to intern.
2. Attend on of the 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 170 Internship Information Form, and obtain an add code, or "Permission Number" to add JS 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 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 JS 170. You should drop by their office during their posted office hours.
4. 3 units of internship are required for JS Majors. Students may enroll in JS 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 must negotiate 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 the JS office on the Internship bulleting board.
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 agency or organization at 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 of the semester (before finals).

WAIVER OF JS 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 JS 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 JS 170.
3. If you waive JS 170 you must take another upper-division JS 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 Justice Studies 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.

Justice Studies - San Jose State University
JS 170 INTERNSHIP INFORMATION SHEET

Internship semester: _____ Fall _____ Spring _____ Year _____

Student Intern name: _____

SJSU Student ID#: _____ Units: _____

Phone number: () _____ Email: _____

Internship Agency: _____

Address: _____

Internship Agency supervisor: _____

Phone number: () _____ Email: _____

JS Internship Advisor _____

Please complete this required form. Have your internship supervisor sign or initial upon first meeting. Submit complete and signed form to the Internship coordinator.

Justice Studies - San Jose State University
JS 170 INTERNSHIP INFORMATION SHEET

Internship semester: _____ Fall _____ Spring _____ Year _____

Student Intern name: _____

SJSU Student ID#: _____ Units: _____

Phone number: () _____ Email: _____

Internship Agency: _____

Address: _____

Internship Agency supervisor: _____

Phone number: () _____ Email: _____

JS Internship Advisor _____

Please complete this required form. Have your internship supervisor sign or initial upon first meeting. Submit complete and signed form to the Internship coordinator.

JS 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 JS 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

JUSTICE STUDIES DEPARTMENT
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192-0050

JS 170 INTERNSHIP WAIVER FORM

This verifies that _____ has fulfilled the experience requirements for JS 170. Waiver of the JS 170 does not confer any course credit. Students who waive JS 170 must take another upper-division course in its place.

Student ID# _____ Credit given: SP FA YEAR _____

Internship Advisor

Date

Chair, Justice Studies Department

Date

JUSTICE STUDIES DEPARTMENT
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192-0050

JS 170 INTERNSHIP WAIVER FORM

This verifies that _____ has fulfilled the experience requirements for JS 170. Waiver of the JS 170 does not confer any course credit. Students who waive JS 170 must take another upper-division course in its place.

Student ID# _____ Credit given: SP FA YEAR _____

Internship Advisor

Date

Chair, Justice Studies Department

Date