

JS 170 - INTERNSHIP

COURSE DESCRIPTION

The internship is designed to provide a broad exposure to the operations of a variety of justice-related agencies and organizations, including courts, law enforcement agencies, law offices, nonprofit organizations and community based programs. The internship student gains knowledge of the structure, goals, and work procedures of the agency/office by participating in activities and observations in the internship setting, and applies that knowledge to a set of analytical activities, including discussion participation, readings, film viewings, on-campus lecture attendances, and the completion of a paper on the internship experience that bridges theory and practice. The internship is limited to Justice Studies Department majors and minors. Students must complete JS 170 for graduation unless they are eligible to waive it based on professional experience. See waiver information 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.
3. To provide professional supervision, guidance and feedback for the student as she/he gains experience in the agency.
4. To develop capacity for professional and intellectual development in the Justice Studies field by successfully integrating theory and practice in a real world, justice related setting.

A. ENROLLING AND REGISTERING IN JS 170

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. If you are interested in working with an agency that requires extensive background checks (such as many federal agencies), start at least six months before you plan to register.
2. Complete on-line JS 170 Orientation presentation on Justice Studies website www.sjsu.edu/justicestudies. Print and complete "JS 170 Pre-registration form" also found on the website. **You must obtain the signature of the agency supervisor of your internship on that form prior to receiving faculty advisor approval for enrollment.**
3. Submit the completed pre-registration form to a JS 170 faculty advisor of your choice. You must meet with an advisor within the first 2 weeks of the semester. If all requirements are met, you will receive approval and TWO add codes or "Permission Numbers" from that advisor. **One add code will be for the 3 unit "field" portion of the class, and the second will be for the "activities" portion of the class. Students must enroll immediately with the add codes and verify their enrollment with their faculty advisor's class list before the "last day to add" for the term.** Late adds will not be accepted. If your intended internship is pending a back ground check or approval with higher level official, you may still be eligible to add, however it will be at the discretion of the JS 170 faculty advisor depending on whether your agency supervisor anticipates approving you upon a satisfactory outcome. Bring your meeting sheet and the advisor will sign your first meeting requirement.
4. Continue to meet with your faculty advisor to discuss your internship and address any questions or issues you may have. You should drop by their office during their posted office hours.
5. 4 units of internship credit are required for JS Majors, beginning in Fall 2006. Students may enroll in JS 170 Internship for an additional 3 units to be used as elective credits.
 - 4 units = 90 hours plus lecture, discussion, and online activities (required for major)
 - 7 units = 180 hours plus lecture, discussion, and online activities
6. You must negotiate and arrange your work hours with your internship agency or organization.

B. INTERNSHIP REQUIREMENTS

Requirements at the internship placement:

1. Complete a minimum of 90 hours at the internship setting, as directed by your internship placement supervisor. Please note that some agencies may have additional time and scheduling commitments for interns.
2. Keep a "field note" journal throughout the semester that documents your activities and experiences at the site. We prefer a small (approximately 5"x8") stenographer's style coil-bound notebook, but any lined, coiled note pad is acceptable.
3. Provide the performance evaluation form to your agency supervisor and ensure that it is returned to your JS internship advisor once it is completed. The form is attached to this syllabus. It must be sent to your faculty advisor. Be sure to provide his/her name and address on the form.
4. Maintain professionalism at all times during the internship experience. You represent Justice Studies and San Jose State at your placement, and you have an obligation to both the agency and the university to behave ethically. **IT IS ESPECIALLY CRUCIAL THAT YOU DO NOT VIOLATE ANYONE'S PRIVACY OR THE AGENCY'S SECURITY IN YOUR DAY TO DAY LIVES. YOU MAY NOT POST ANYTHING ABOUT YOUR SETTING ON PUBLIC WEBSITES (I.E., MY SPACE SITES) OR DISCUSS CONFIDENTIAL INTERNSHIP BUSINESS WITH FRIENDS AND ACQUAINTANCES.** Violation of this policy may result in a no credit for the course.

Requirements in the JS Department:

1. Attend two in-person internship meetings with an advisor to discuss your internship experience. Your first meeting is an individual meeting with your assigned advisor within the first 2 weeks of the semester. The remaining meeting will be a group meeting with any of the internship advisors. Meeting dates and times will be scheduled in the second half of the semester, and will directly address completing the internship and the JS requirements (the paper and activities). The schedule will be posted outside the JS office on the Internship bulletin board. You must SIGN UP for the second meeting online. Click on the internship link from the JS homepage (www.sjsu.edu/justicestudies) to find the sign-up sheet, which will be available 4 weeks into the semester.
2. Actively participate in a minimum of 3 different online discussions about your internship experience, as directed by the JS internship coordinator, on the JS 170 WebCT course page. Once registered, you are responsible for logging on and knowing due dates for these and the other activities.
3. Attend a minimum of 2 lectures that are approved for internship credit and comment about them on the WebCT discussion section labeled "Lecture comments," as directed by the discussion questions in that section. Lectures will include guest speakers from regional justice related agencies, scholarly research presentations by graduate students, faculty, guests, visiting scholars, and/or professor candidates, and other relevant presentations on campus or in the community. Announcements of approved internship events will be posted on the 5th floor of MacQuarrie Hall, on the JS internship link on our homepage, and on the JS 170 WebCT site.
4. Read a minimum of THREE (3) scholarly articles of interest among the choices that are available on the WebCT site, and comment on them on the WebCT discussion section labeled "Article comments."
5. You may substitute ONE of the article assignments with an approved documentary film, by viewing one justice related documentary film from the list posted on WebCT (all are available either through IRC, King Library, the JS conference room, or in some limited cases, at your local video store) and commenting on it on the WebCT discussion section labeled "film comments."
6. Complete an eight to ten page paper that describes and analyzes your experience with the department or agency. You must follow the paper guidelines below in order to receive credit. If enrolling for 7 units, see your advisor for details.
7. Papers, performance evaluation, field notes notebook, and activities/meetings/lectures attendance form should be submitted to your advisor the Monday prior to the last regular class of instruction of the semester (before finals).

C. INTERNSHIP PAPER REQUIREMENTS

Every student must complete an eight to ten page paper in proper APA format that describes and analyzes their experience with the department or agency. The paper must be in 12 font and at least 2,000 words. For six (6) units the paper must be a minimum of 16 pages and 4,000 words. The format must include items I-IV as delineated below.

PAPER GUIDELINES

- I.** 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.
- II.** A general analysis of the intern experience and how it related to your academic experiences (e.g., textbooks, journal articles, etc.); that is, "bridging the gap" between theory and practice. In this regard, at least two scholarly citations (preferably empirical or theoretical) must be provided. For six (6) units, there must be at least four citations. Use APA format and the guidelines can be found in the American Psychological Association, 5th Edition APA reference book available at any bookstore. In this section, you should address what you learned about the way justice is sought and achieved (or not) in the real world. You may contrast your specific observations to what scholarly research says about how that kind of agency or organization functions.
- III.** A specific analysis of what you really liked about the job and why (i.e., why was the experience "meaningful" to you?) and what you really disliked about the job and why (i.e., why was the experience not as good as it might have been?). In this section, you might comment about how the experience shaped your thinking about your career choices and options.
- IV.** 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.)
- V.** Due date: Papers in final typed form (along with agency evaluations, field notebook, and meeting/activities/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.
- VI.** NOTE REGARDING PLAGIARISM: Adhere to the SJSU code prohibiting plagiarism. Any plagiarized work will receive no credit and may not be resubmitted. It will also result in disciplinary action by the Department or University. Policy regarding plagiarism at SJSU can be located at: <http://www2.sjsu.edu/senate/S02-4.pdf>

D. MISCELLANEOUS

WAIVER OF JS 170

1. Students who have recently (within the past 3 years) worked at least half-time with a public sector justice-related agency or organization may be eligible to waive JS 170. The work experience must be sufficiently extensive and must be more than an entry level position with few responsibilities to qualify for the waiver.
2. To petition for a waiver, submit the following to an internship faculty advisor or department chair: A letter with original signature on company letterhead from your supervisor that outlines your length of employment, the average number of hours you work(ed) per week, your job title and your specific duties in that job. Make sure that contact information is provided by your supervisor for any follow-up or verification of information that may be needed. You must get final approval from the department chair to waive JS 170.
3. If you waive JS 170 you must take another upper-division JS course in its place.

GRADING

This is a CR/NC course. In order to receive credit a student must complete the required hours in the internship setting, fulfill the meetings and activities requirement, submit a satisfactory paper that fulfills all the requirements as outlined above, and receive a satisfactory or better evaluation from the agency. If all requirements are not met, students will receive NC unless they make prior arrangements with their advisor to finish work hours and complete a "Contract of Incomplete" agreement form.

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.

COURSE ADD/DROP STATEMENT

Instructors are permitted to drop students who fail to attend the first scheduled class meeting and who fail to inform the instructor prior to the second class meeting of the reason for any absence and their intention to continue in the class. Some instructors will drop students who do not meet the stated course prerequisites. However, instructors are not required to drop a student from their course. ***It is the student's responsibility to make sure classes are dropped.*** You, **the student**, are responsible for understanding the policies and procedures about add/drops, academic renewal, withdrawal, etc. found at: http://sa.sjsu.edu/student_conduct

ACADEMIC INTEGRITY STATEMENT

Academic integrity is essential to the mission of San José State University. As such, students are expected to perform their own work (except when collaboration is expressly permitted by the course instructor) without the use of any outside resources. Students are not permitted to use old tests, quizzes when preparing for exams, nor may they consult with students who have already taken the exam. When practiced, academic integrity ensures that all students are fairly graded. Violations to the Academic Integrity Policy undermine the educational process and will not be tolerated. It also demonstrates a lack of respect for oneself, fellow students and the course instructor and can ruin the university's reputation and the value of the degrees it offers. We all share the obligation to maintain an environment which practices academic integrity. Violators of the Academic Integrity Policy will be subject to failing this course and being reported to the Office of Student Conduct & Ethical Development for disciplinary action which could result in suspension or expulsion from San José State University. The policy on academic integrity can be found at: http://sa.sjsu.edu/student_conduct

To better understand plagiarism and to aid you in making sure that you are not plagiarizing, please see me and/or visit:

<http://tutorials.sjlibrary.org/plagiarism/index.htm>

AMERICAN WITH DISABILITIES ACT

If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires students with disabilities requesting accommodations must register with DRC to establish a record of their disability.

SAN JOSE STATE UNIVERSITY

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

INTERN PERFORMANCE EVALUATION

Please Return to Student Faculty Advisor: _____

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.	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 area to problem or agency function	_____	_____	_____	_____	_____
	4. Ability to communicate with staff and others	_____	_____	_____	_____	_____
	5. Ability to record pertinent facts	_____	_____	_____	_____	_____
	6. Ability to write & 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:

(Please Print Name)

(Signature)

(Date)

(Email)

(Phone)

Please Attach Bus. Card Here

Agency: _____

Department: _____

Agency Address: _____

TAKE THIS WITH YOU TO THE MEETINGS TO OBTAIN SIGNATURES

**JS 170 INTERNSHIP
MEETINGS, LECTURES, AND ACTIVITIES**

Internship Meetings

Attend two 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 weeks of the semester. The remaining meeting is a group meeting 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 each semester on the JS bulletin board. You must sign up for your preferred group meeting on the JS internship information page online ([www.sjsu.edu/justice studies](http://www.sjsu.edu/justice%20studies); click on Internship link) 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, lecture, or activity requirement.

Date	Internship Advisor
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Meeting 1 _____
(Individual meeting with your assigned advisor) _____ signature

Meeting 2 _____
(group meeting – see dates and times posted) _____ signature

Guest Lectures

Attend two Internship Guest 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.

	<u>Date/Semester</u>	<u>Guest Speaker/Agency</u>	<u>Online Discussion Date</u>
Lecture 1	_____	_____	_____
Lecture 2	_____	_____	_____

Other Activities

	<u>Article/Film Title</u>	<u>Online Discussion Date</u>
Article 1	_____	_____
Article 2	_____	_____
Article 3/Film	_____	_____

Intern's Name _____
Assigned Internship Advisor _____
Semester Enrolled _____ Units _____

Submit completed form to internship advisor with final paper, field notes, and evaluation