

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 Department majors and minors. Students must complete JS 170 for graduation unless you have recent criminal justice related 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 and knowledge in the agency.

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.
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 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 an add code or "Permission Number" from that advisor. **Students must enroll immediately with the add code 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 based on if your agency supervisor anticipates hiring 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. 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.
3 units = 90 hours (required)
6 units = 180 hours
6. You must negotiate and arrange your work hours with the agency or organization you are interning with.

B. INTERNSHIP REQUIREMENTS

1. Attend three 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 two meetings are group meetings with any of the internship advisors. Meeting dates and times will be posted outside the JS office on the Internship bulleting board.
2. Attend two Internship Guest Lectures offered by the department. You may use lectures attended during previous semesters as credit towards the two required, however your signature must appear on the attendance list.
3. Provide performance evaluation form. This is to be filled out by agency or organization at end of internship. Form is attached to this greensheet. It must be sent to your faculty advisor. Be sure their name is on the form.
4. Complete an eight to ten page paper that describes and analyzes your experience with the department or agency. If enrolling for 6 units, see your advisor for details.
5. Papers, performance evaluation, and 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.

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, 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.
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.
7. 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 criminal justice agency or organization may be eligible to waive JS 170.
2. To petition for a waiver, submit documentation to an internship faculty 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.

GRADING

This is a CR/NC course. In order to receive credit a student must complete the required hours, meeting attendance, submit a satisfactory paper and receive an acceptable evaluation from his/her agency. If not all requirements are 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.

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.	<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	_____	_____	_____	_____	_____

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: _____

<u>AGENCY CONTACT INFORMATION:</u>	
Internship Supervisor:	

(Please Print Name)	
_____	_____
(Signature)	(Date)
_____	() _____
(Email)	(Phone)
Agency: _____	
Department: _____	
Agency Address: _____	

Please Attach Bus. Card Here

TAKE THIS WITH YOU TO THE MEETINGS TO OBTAIN SIGNATURES**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 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 each semester on the JS bulleting board. 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.

<u>Date</u>	<u>Internship Advisor</u>
Meeting 1 _____ (Individual meeting with your assigned advisor)	_____ signature
Meeting 2 _____ (group meeting – see dates and times posted)	_____ signature
Meeting 3 _____ (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>
Lecture 1 _____	_____
Lecture 2 _____	_____

Intern's Name _____

Assigned Internship Advisor _____

Semester Enrolled _____ Units _____

Submit completed form to internship advisor with final paper and evaluation