

**JS 181 SYLLABUS
JUSTICE STUDIES INTERNSHIP
EXPERIENTIAL LEARNING
CORE COMPETENCIES (F)**

COURSE DESCRIPTION

The internship is designed to provide experiential learning in community organizations to promote understanding of the multiple links between coursework and workplace dynamics. Internships provide broad exposure to the operations of a variety agencies and organizations that range in focus from criminal justice to social justice, including courts, law enforcement agencies, law offices, nonprofit organizations, advocacy groups, and other community based programs. By engaging in primary activities and making observations of the work setting, the student gains knowledge of the structure, goals, and work procedures of the agency. The integration of that knowledge with academic information is demonstrated via the completion of a paper on the internship experience that bridges facts, theory, practice, and personal engagement. The internship is limited to Justice Studies Department majors and minors. JS 181 is a requirement for graduation in the major.

COURSE OBJECTIVES

1. To provide students observation and experience in or related to the community, or professional agencies related to justice studies.
2. To offer practical experience in the use of skills and techniques necessary for a successful career.
3. To provide critical supervision, guidance, and feedback for the students as they gain 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.

ENROLLING IN AND COMPLETING JS 181

1. Start planning your internship the semester prior to enrolling. To find an internship placement, review the JS internship webpage, 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 and those serving minors), start at least six months before you plan to register for JS 181.
2. During the registration period for the planned internship semester, prospective interns must fill out the internship add code application. This application is used to assign students to an internship advisor and to distribute add codes for each advisor's JS 181 course section. Students may not register for an internship section until an add code is received. *Adding the course, however, does not guarantee an internship.* Students must also have gained placement into an internship. After locating an internship, students need to formally meet with the person that will be the internship supervisor (the person to whom one reports at the agency). Students should take the Agency and Student Internship Agreement and the Internship Registration Form to that meeting so that the supervisor and the student can sign the documents together (please leave the course instructor signature blank as it will be signed later). Once both documents are signed, submit them to the assigned faculty advisor either directly or via the

- Justice Studies Office (524 MQH).
3. You will meet with your JS 181 instructor three times—once for orientation to the internship, and two more times for meetings during the semester. Take the “Internship Meetings” sheet to each meeting and obtain the Internship Advisor’s signature to document required meeting attendance. In order to receive credit for the course, students must have signatures from the Internship Advisor(s) and dates documenting all three meetings.
 4. Three units of internship credit are required for JS Majors. Students may enroll in JS 181 Internship a second time for an additional 3 units to be used as elective credits if the internship is a two-semester commitment. In rare cases, a student may obtain 6 units of JS 181 in one semester, but he or she must seek the prior approval of the Undergraduate Coordinator or Department Chair .
 - 3 units = 120 hours, 3 meetings with the course instructor, field notes, agency evaluation, internship meetings sheet, and JS 181 paper (5-7 pages [1250-1750 word count] in APA format). 3 units are required for the major. If an internship requires participation over 2 semesters and is approved by the Internship Coordinator, a student may be allowed to sign up for an additional 3 units .
 - 6 units = 240 hours, 6 meetings with your advisor if over 2 semesters, field notes, agency evaluation (one for each semester), internship meetings sheet, and JS 181 paper in APA format 10-14 pages/ 3,000-3500 word count. The JS 181 instructor will provide additional information on the paper guidelines.
 5. Students must negotiate and arrange their work hours with their internship agency or organization. Students should seek internships that are active and engaging. **Passive activities like filing, paperwork, ride-alongs, and similar duties should not exceed 20% of student activities in the internship.** If a student discovers that their internship experience exceeds this quota for passive activities, it is their responsibility to immediately inform their JS instructor of the situation. A failure to do so could result in a “no credit.”
 6. Students are responsible for reporting any issues or problems to their internship course instructor *immediately*.

INTERNSHIP REQUIREMENTS

Requirements at the internship agency:

1. Complete a minimum of 120 hours at the internship setting, as directed by your agency. Please note that some agencies may have additional time and scheduling commitments for interns that **students will have to honor in addition to the JS 181 requirements**. If these additional commitments fall outside of the semester that the student is enrolled for JS 181, then the agency needs to obtain occupational insurance to cover the dates that fall outside the enrolled semester to cover any liability issues.
2. Keep a “field note” journal throughout the semester to document activities, experiences, and hours performed at the site. Note the date, time, and hours accomplished along with some details of duties and responsibilities. Document thoughts about and personal reactions to the internship at any time.
3. Alert the supervisor to the “Supervisor Evaluation Form” near the end of the semester. Please give at least 2 weeks for the agency supervisor to fill out the evaluation form. Supervisor evaluations are typically collected online. However,, in some circumstances a paper evaluation may be required. In that case, have your agency seal the evaluation in an envelope and have them sign their signature across the seal. Handle logistics of delivery and return as a courtesy to the supervisor. Some supervisors may elect to email the form to the internship faculty advisor.
4. Maintain professionalism at all times during the internship experience. You represent Justice Studies and San José State University 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. YOU MAY NOT POST ANYTHING ABOUT THE ORGANIZATION, THE STAFF, OR THE SETTING ON PUBLIC WEBSITES (i.e., Social Networking Sites, etc.) OR DISCUSS CONFIDENTIAL INTERNSHIP BUSINESS WITH FRIENDS AND ACQUAINTANCES.** Violation of this policy may result in a no credit for the course, and possible referral to the SJSU Office of Student Conduct and Ethical Development.

Requirements in the JS Department:

1. Complete 120 hours from the beginning of the semester to the last day of instruction. Attend three (3) internship meetings with your JS course instructor to discuss your internship experience. The first meeting is an individual meeting with the assigned Internship Advisor. The remaining meetings will be group meetings with the JS 181 Advisor. Meeting dates and times will be established by the JS 181 Advisor and will directly address completing the internship and the JS requirements.
2. Keep a field note/journal that documents your internship experience and also accounts for your time.
3. Have the agency complete your evaluation.
4. Complete a paper that describes and analyzes experience with the agency. Students must follow the paper guidelines below in order to receive credit. Consult your Internship Advisor for more information.

The following materials are **due to the assigned Internship Advisor on the Monday prior to the last day of instruction** (before final exam week), unless other arrangements have been made with the assigned JS 181 instructor:

1. Signed meetings sheet
2. Journal
3. Paper
4. Supervisor's evaluation

The Internship Advisor will provide final instructions for how to submit required materials. **Instructors may require that all materials be submitted electronically.** In addition, there may be slots or boxes in the main office where students may drop off materials. **When turning in hardcopies of materials, put all items in an 8 ½ x 11 mailing envelope.** Students wishing to have materials returned to them must put their mailing address on the front and place enough stamps on the envelope (not inside the envelope) so the US postal service can deliver it. **STUDENTS MUST MAKE BACKUP COPIES OF ALL MATERIALS THAT THEY SUBMIT, INCLUDING THE JOURNAL.** Late papers or missing materials will result in an incomplete (I) or a grade of no-credit (NC). Incomplete (I) grades are automatically converted to NC after a designated time if requirements are not fulfilled. No-credit (NC) grades do not count toward graduation.

Internship Paper Requirements:

Students must complete a 5-7 page [1250-1750 word count] paper in proper APA format that describes and analyzes their experience with the internship organization, department, or agency. The paper must be in 12-point font, double spaced, Times New Roman, with 1-inch margins. APA guidelines can be found in the American Psychological Association, 6th Edition reference book available at any bookstore. A quick style guide may be found at the OWL Purdue Online Writing Lab. The paper must include all items (1-4) as described in the paper guidelines below.

Paper Guidelines:

1. Include a proper title, short introduction, and thesis statement (at the end of the introductory paragraph). [Note that the first person "I" is appropriate for use in the Thesis Statement (ex. In this paper, I will describe my internship experience in three parts....) as well as in the specific analysis section.]
2. There must be a body composed of three parts:
 - a. A brief description of the agency and 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.
 - b. A general analysis of the intern experience and how it related to academic experiences; that is, "bridging the gap" between facts, theory, and practice. In this regard, at least four scholarly citations must be provided. For six (6) units, there must be at least eight citations. 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 suggests about how that kind of agency or organization functions. Point out ways in which experiences and observations confirmed coursework and

- ways in which they contradicted it.
- c. A specific analysis of what you really liked about the job and why (i.e., why was the experience “meaningful” to you? How did it challenge your thinking?), and what you really disliked about the job and why (i.e., why was the experience was 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.
3. Provide a short concluding paragraph that summarizes the main points of the paper and provides final thought.
 4. Include an APA formatted references section that lists all academic sources cited in the paper.

NOTE REGARDING PLAGIARISM: Adhere to the SJSU code prohibiting plagiarism. Any plagiarized work will result in a grade of no credit (“NC”) for the course and may not be resubmitted. It will also result in disciplinary action by the Department or University.

GRADING

This is a credit/no-credit (CR/NC) course. In order to receive credit, students 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 Internship Advisor to finish with an incomplete (I) and sign a “Contract of Incomplete.” **Internship Advisors may refuse to assign an incomplete (I).** Students who receive a grade of Incomplete (I) have up to one academic year to complete the remaining work (check the terms of the contract). It is the student’s responsibility to adhere to all deadlines and submit the remaining work to the JS 181 Advisor allowing them sufficient time to read and evaluate the work before the deadline has expired.

HONOR CODE AND STUDENT RESPONSIBILITY

Student Responsibility

Accepting the internship arrangement, the students agree to fulfill several responsibilities. Students must:

1. Conduct themselves in a manner that reflects well upon the agency, the supervisor, themselves the Internship Advisor, the Justice Studies Department, and San José State University.
2. Comply with all university rules and regulations that would apply if they were on campus.
3. Follow all policies, guidelines, rules, regulations, and directives of the participating agencies.
4. Behave in an ethical manner at all times.

Academic Integrity

Your commitment to learning is evidenced by your enrollment at San José State University. The official Academic Integrity Policy, requires students to be honest in all course work. Faculty members are required to report all infractions to the Office of Student Conduct and Ethical Development.

Instances of academic dishonesty will not be tolerated. Dishonesty (e.g. misreporting hours, plagiarizing papers, etc) will result in a failing grade and sanctions by the University. For this class, all internship hours and assignments are to be completed by the individual student.

