

**San José State University**  
**Department of Justice Studies**  
**JS 181: Internship**

**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 of 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, including Forensic Science. JS 181 is a requirement for graduation in the major.

**Course Learning Outcomes (CLOs)**

Upon successful completion of this course, students will be able to:

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.

**Required Texts**

None.

**Technology Requirements**

Students may need access to the Internet to communicate with Instructors, and to submit assignments on the course website on Canvas as required by individual Instructors.

**Course Web Page and MYSJSU Messaging**

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on [Canvas Learning Management System](#) course login website. You are responsible for regularly checking with the messaging system through [MySJSU](#) at (or other communication system as indicated by the instructor) to learn of any updates.

**Determination of Grades**

This is a credit/no-credit (CR/NC) course. In order to receive credit, students must complete the required 120 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. 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.

If all requirements are not met, students will receive NC, unless they make prior arrangements with their Internship Instructor to finish with an incomplete (I) and sign a “Contract of Incomplete”. **Internship Instructors 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 Instructor allowing them sufficient time to read and evaluate the work before the deadline has expired.

## Course Requirements and Assignments

### *Required Forms*

All forms for the internship are available on the Justice Studies website at the following link:

<http://www.sjsu.edu/justicestudies/for-students/internships/prospective-interns/intern-forms/index.html>

### *Step 1: Finding an Internship*

1. **It is the student’s responsibility to identify and secure an internship.** Start planning your internship the semester prior to enrolling, reviewing the information on the Justice Studies [Prospective Interns](#) webpage.
2. To find an internship placement, review the JS internship bulletin board and [Internship Opportunities](#) webpage. Students may also consider searching the [SJS4 \(Spartans 4 Service\) website](#). Students can also meet with the Internship Coordinator, attend internship informational meetings/lectures, or contact agencies directly where you may want to intern.
3. **Approval for Unlisted Internships:** To request approval for an unlisted internship, the student must submit two things: 1) a quality assurance letter on organization letterhead signed by the supervisor at the agency, and 2) a [Request for Approval of Unlisted Internship Form](#). The quality assurance letter must clearly spell out the mission and values of the organization, the duties that the intern would perform, and guarantee that the internship will meet the criteria above. Only after gaining written approval from the Internship Coordinator or the Chair may the student enroll in JS 181 with that placement.
4. **Reminder about Background Checks:** 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.

5. **Required Scope of Internship Activities:** Students must 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 Internship Instructor of the situation. A failure to do so could result in a “No Credit” grade.

### *Step 2: Apply for an Add Code*

1. During the registration period for the planned internship semester, prospective interns must fill out the [Internship Add Code application](#) online. This application is used to assign students to an Internship Instructor.
2. Next, send the completed and signed [Agency and Student Internship Agreement form](#) and [Internship Registration form](#) to the Justice Studies Office (MH 524) or email: [justice-studies@sjsu.edu](mailto:justice-studies@sjsu.edu), subject, "Internship Paperwork". Once your paperwork has been submitted and approved, students will receive an add code for the course.
3. Students who are completing an 'unlisted' internship have an additional step of getting the placement pre-approved. This means completing the [Request for Approval of Unlisted Internship](#) form and submitting it to the Justice Studies Office (MH 524) or email: [justice-studies@sjsu.edu](mailto:justice-studies@sjsu.edu) after completing the Add Code Application.
4. Students may not register for an internship section until an add code is received. Students will not receive an add code until they have an internship location secured and the appropriate paperwork signed.

### *Step 3: Completing the Course Requirements for JS 181*

1. You will meet with your JS 181 Instructor three times—once for orientation to the internship, in the first two weeks of the semester, and two more times for meetings during the semester. Take the [Internship Meetings](#) sheet with you to each meeting and obtain your Internship Instructor’s signature to document required meeting attendance.  
  
In order to receive credit for the course, students must have signatures from their Internship Instructor(s) and dates documenting all three meetings.
2. Three units of internship credit are required for JS & FS 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 Internship Coordinator or Department Chair.

3 units = 120 hours, 3 meetings with your Internship 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 two 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 Internship Instructor if over two semesters, field notes, agency evaluation (one for each semester), internship meetings sheet, and JS 181 paper (10 – 14 pages [2500 – 3500 word count] in APA format). The JS 181 Internship Instructor will provide additional information on the paper guidelines.

3. Students are responsible for reporting any issues or problems to their Internship Instructor *immediately*. If a student discovers that their internship experience exceeds the 20% quota for passive activities (like filing, paperwork, ride-alongs, and similar duties) it is their responsibility to immediately inform their JS instructor of the situation. A failure to do so could result in a “No Credit” grade.

### **University Policies**

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](#)

### **Academic Integrity and Plagiarism**

Plagiarism is prohibited and may result in failure of the course. Students should review SJSU's **Academic Integrity** policy: [www.sjsu.edu/studentconduct/docs/Academic\\_Integrity\\_Policy\\_S07-2.pdf](http://www.sjsu.edu/studentconduct/docs/Academic_Integrity_Policy_S07-2.pdf)

Students writing papers must abide by the SJSU Academic Integrity policy 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.

# 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 agency. 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 Instructor.
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” grade for the course, and possible referral to the SJSU Office of Student Conduct and Ethical Development.

### **Requirements in the JS Department:**

1. **Hours Requirement:** Complete 120 hours from the beginning of the semester to the last day of instruction. Attend three (3) internship meetings with your JS 181 Internship Instructor to discuss your internship experience. The first meeting is an individual meeting with your assigned Internship Instructor. The remaining meetings will be group meetings. Meeting dates and times will be established by your JS 181 Internship Instructor and will directly address completing the internship and the JS requirements.
2. **Field Notes:** Keep a field notes / journal that documents your internship experience and accounts for your time.
3. **Evaluation:** Have the agency complete the [Intern Performance Evaluation](#).
4. **Final Paper:** Complete a paper that describes and analyzes experience with the agency. Students must follow the paper guidelines outlined below, in order to receive credit. Consult your Internship Instructor for more information.

**Submit all materials and forms:** The following materials are **due to the assigned Internship Instructor 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.

- A. Signed meetings sheet
- B. Field notes / journal
- C. Supervisor's evaluation
- D. Final paper (5 – 7 pages)

The Internship Instructor 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 1/2 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.**

## 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. The paper must include all items (1 – 4) as described in the paper guidelines below. APA guidelines can be found in the American Psychological Association, 6<sup>th</sup> Edition reference book available at any bookstore. A quick style guide may be found at the [OWL Purdue Online Writing Lab](#).

### 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 liked about the job and why (i.e., why was the experience “meaningful” to you? How did it challenge your thinking?), and what you 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.