

Application for  
JS 180 or JS 184 Add Code

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Major: \_\_\_\_\_ Email: \_\_\_\_\_

Minor (if any): \_\_\_\_\_ Phone: \_\_\_\_\_

Course: \_\_\_\_\_ Units Requested: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

I am applying for JS 180 (Individual Studies) or JS 184 (Directed Readings) to satisfy JS 181 (Internship) for the following reasons (check all that apply):

- Extensive prior experience in a justice studies or forensic science setting
- Current placement or employment in my chosen justice/forensic-related profession
- Equivalent experience working with a faculty member
- Extenuating circumstances
- Substitution for the class (Only allowed in certain circumstances)

Please attach a letter outlining why you are applying to substitute JS 180/184 for JS 181. In addition, provide appropriate documentation (see page 2 for more details) and a letter from your supervisor(s) outlining your duties, length of employment, and number of hours per week/month. For 'extenuating circumstances', please describe why you may not be able to meet the internship requirement.

I am applying for JS 184 (Directed Readings) or JS 180 (Individual Studies) to complete a proposed project with a faculty member.

Please attach a letter of the proposed project which should include the following:

- Topic of proposed project
- Specific readings that may be used
- How the project will be evaluated
- Timeline of project and deadline

Faculty Advisor: \_\_\_\_\_  
Name Signature Date

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Review by Internship Coordinator or Department Chair

Documentation and justification have been reviewed:  Approve  Decline

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email application and supporting documentation to the [Internship Coordinator](#). If approved, an add code will be sent via email.

## **Guidelines for Using JS 180 (Individual Studies) to Satisfy JS 181 (Internship) Requirement**

Every Justice Studies and Forensic Science major is required to complete a 120-hour, semester long, internship at an organization related to justice studies or forensic science. This is because we believe that it is valuable for students to obtain experience in the types of fields they will be entering upon graduation. In addition, internships are a great opportunity for students to practice applying for employment, interviewing, and building a network of contacts.

However, we understand that not every student may be able to complete an internship. To address this, students can apply for a substitution of JS 181 with JS 180 (Individual Studies) provided they meet at least one of the following criteria:

- Extensive prior experience in a justice studies or forensic science setting
- Current placement or employment in my chosen justice/forensic-related profession
- Equivalent experience working with a faculty member (JS 184)
- Personal reasons or hardship
- Substitution for the class (Only allowed in certain circumstances).

### 1. What constitutes “*extensive prior experience*” or “*current placement or employment*”?

We consider ‘extensive prior experience’ to be documented evidence of two or more years of part-time or at least one year of full-time employment.

### 2. What constitutes “*justice studies or forensic science setting*” or “*chosen justice/forensic-related profession*”?

We consider positions in law enforcement (e.g., police, probation, military), legal system (e.g., courts, law, jails/prisons), community justice (e.g., working with marginalized populations), and government employment with divisions related to justice (e.g., Department of Justice, Homeland Security, Social Security Administration) as ‘justice/forensic-related profession[s]’. Students who are in these professions are not guaranteed to have their applications approved as each is dealt with individually. Rather, this list is to provide students with relevant, appropriate, positions. Additionally, this is not an exhaustive list as other experiences may be considered and accepted on a case-by-case basis.

### 3. What is “*documented evidence*”?

We require a signed letter from a supervisor outlining your duties, length of employment (at least one year full-time or two years part-time), and the average number of hours per week or month. Letters should be on official organizational letterhead, signed, and include all necessary contact information for verification of the employment.

### 4. What is “*extenuating circumstances*”?

According to San Jose State University, these are serious and compelling reasons that are clearly beyond a student’s control, most often emergencies. “Generally, all acceptable extenuating circumstances fall into one of the following eight categories: Administrative error, employment, military (orders from CO), natural disaster, death of immediate family member, personal health or serious family illness, divorce, personal other (rarely approved).”

### 5. What are the *course requirements* for JS 180?

Students are to complete a 20 to 25-page paper with a comprehensive literature review on their chosen topic, and then reflect on their field observations in the justice/forensic setting or profession. This will include connecting course work to your real-world experiences. Papers are to be submitted at the end of the semester, in APA format and include at least 20 academic references. Students will meet with their assigned Justice Studies, or Forensic Science, instructor once per month to review progress on the paper. Additional requirements may be included at the instructor’s discretion.