

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

Course and Contact Information

Instructor:	Various
Office Location:	TBD
Telephone:	TBD
Email:	TBD
Office Hours:	Ask Individual Instructors
Class Days/Time:	N/A
Classroom:	N/A
Prerequisites:	Upper division standing; JS or FS major; JS 100W (C or better); 2.0 GPA; Department consent
For More Information See:	http://www.sjsu.edu/justicestudies/for-students/internships/faq/

Course Format

An internship is defined as “an off-campus activity designed to serve educational purposes by offering experience in a service learning, business, non-profit, or government setting” ([University Policy S16-14](#)). The Department of Justice Studies recognizes the beneficial education purpose of student internships as it links academic study to community service through structured reflection so that each reinforces the other. The service may address a variety of community needs, such as direct service to people in need, improvement of community resources, community outreach and education, research, or policy analysis.

Students who complete an internship at SJSU are required to complete a CSU-SJSU Learning Plan and Participation Guide; participate only with an SJSU approved partner organization.

Course Description

The internship is designed to provide broad exposure to the requirements and operations of a variety of agencies and organizations that range from a criminal justice to social justice focus, including courts, law enforcement agencies, law offices, nonprofit organizations and community-based programs.

Prerequisite: Upper division standing; Justice Studies or Forensic Science major; JS 100W with a C or better; 2.0 GPA; Department Consent, No Open University.

Course Goals

The Justice Studies Internship course is designed to provide experiential learning in community organizations to prepare students for a career in justice-related fields after graduation. This includes receiving supervisor guidance and feedback from the agency and internship instructor. In addition, the course is designed to promote understanding of the multiple links between coursework and workplace dynamics. By engaging in primary activities and making observations of the work setting, students gain knowledge of the structure, goals, and work procedures of an agency.

Course Learning Outcomes (CLO)

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

1. Locate, apply for, and complete the process of obtaining a position at an organization, and meet organizational requirements.
2. Apply knowledge and skills learned in the justice studies program, to professional justice-related settings.

Required Texts/Readings

None

Other technology requirements / equipment / material

Students may need access to the Internet to communicate with their Justice Studies (or Forensic Science) instructor and to obtain course materials such as syllabus, handouts, notes, assignment instructions, etc. Instructors may utilize the [Canvas Learning Management System](http://sjsu.instructure.com) at <http://sjsu.instructure.com> for distributing course materials and for assignment submission. Students are responsible for regularly checking with the messaging system through [OneSJSU](http://one.sjsu.edu) at <http://one.sjsu.edu> (or other communication system as indicated by the instructor) to learn of any updates.

Course Requirements and Assignments

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

Paperwork: At their first meeting of the semester with their Justice Studies (or Forensic Science) instructor, students are to submit their [Internship Registration form](#) (or [Request for Approval of Unlisted Internship form](#)) and their [Agency and Student Internship Agreement form](#). This assignment will specifically address CLO 1.

Internship Hours (120): Students are to complete a minimum of 120 hours at an internship setting, directed by an agency. The hours are to be completed between the first and last day of the semester. No more than 20% (24 hours) of an internship may involve passive activities (e.g., filing, paperwork, ride-alongs, and similar duties). Students are required to inform their assigned Justice Studies (or Forensic Science) instructor immediately if the 20% will be exceeded, so alternative arrangements can be made. This assignment will specifically address CLO 1 and 2.

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 requirement. If these additional requirements fall outside of the semester, then the agency needs to obtain occupational insurance to cover the dates that fall outside the enrolled semester to cover any liability issues.

Instructor/Student Meetings (4): Students will meet with their assigned Justice Studies (or Forensic Science) instructor approximately once per month. Students will complete reflection for each meeting (see below for instructions). In addition, students will discuss their internship progress with the instructor and their classmates, and get their [Internship Meeting sheet](#) signed by the instructor. Students must have signatures from their

instructor, documenting all four meeting dates, to receive credit for JS 181. This assignment will specifically address CLO 2.

Field Journal: A journal is to be kept by students documenting 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. This assignment will specifically address CLO 2.

Supervisor Evaluation Form: The agency supervisor, overseeing the student, is to complete an [evaluation form](#). Students are to provide the evaluation form to the supervisor at least two weeks prior to the end of the semester. Evaluations are to be submitted to the internship instructor prior to the final day of the semester. This can be done electronically directly from the agency supervisor, or in-person from the student in a sealed envelope, signed across the seal. Failure to receive a satisfactory evaluation will result in a 'no credit' grade. This assignment will specifically address CLO 1.

Final Paper: Students are to complete a 10 to 12-page (16 to 18-page for six credit internships) final paper that integrates the knowledge they have acquired from their academic studies with their experiences at the internship agency. Students must follow the paper guidelines outlined below, in order to receive credit. Consult your Justice Studies (or Forensic Science) instructor for any specific requirements. This assignment will specifically address CLO 2.

Grading Information

Submitting Course Materials

Students are to submit the following materials to the assigned Justice Studies (or Forensic Science) instructor on the Monday prior to the last day of instruction (before final exam week), unless other arrangements have been made with the instructor:

- A) Signed Meeting Sheet
- B) Field Notes/Journal
- C) Supervisor's Evaluation
- D) Final Paper

The instructor will outline to students how the course materials will be submitted: electronically or hardcopy. Students wishing to have materials returned to them must put their mailing address on the front of an 8 ½ x 11 mailing envelope and place enough stamps on the envelope for US postal service to deliver it.

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 course materials will result in an incomplete (I) or a grade of no-credit (NC).** This includes failure to attend instructor/student meetings or receive a below satisfactory evaluation. 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 assigned Justice Studies (or Forensic Science) instructor to finish with an incomplete (I) and sign a "Contract of Incomplete". **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.

Professionalism

Students are always expected to maintain professionalism during their internship. Students represent the Department of Justice Studies and San Jose State University, and you have an obligation to both the agency and the university to behave ethically. It is especially crucial that students do not violate anyone's privacy or the agency's security. You may not post anything confidential about the organization, the staff, clients or the setting on public websites (e.g., social media) 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.

University Policies

Per University Policy S16-9 (<http://www.sjsu.edu/senate/docs/S16-9.pdf>), relevant information to all courses, such as academic integrity, accommodations, dropping and adding, consent for recording of class, etc. is available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/> Make sure to review these university policies and resources with students.

JS 181 – Internship: Justice Studies Meeting Reflections Guidelines

Prior to the four meetings with their Justice Studies (or Forensic Science) instructor, students are to complete a reflection answering two to three questions. These reflections will be discussed with your instructor (and/or classmates) at the corresponding meeting. Written reflections are to be at least two pages, in APA format, which includes 12-point Times New Roman font, double spaced, with one-inch margins. Guidelines for submitting your reflections (typically on Canvas or in-person) will be outlined by your instructor.

Meeting #1: Reflecting on the Purpose of Your Internship

- Q#1: Why did you select the location you are interning?
- Q#2: What are you looking to learn from (get out of) your internship?
- Q#3: What will be your specific duties and responsibilities at your internship?

Meeting #2: Reflecting on the Activities at Your Internship

- Q#1: Outline the strengths and weaknesses of your internship organization.
- Q#2: What specific policies, programs, initiatives, or strategies would you implement to remedy some of the shortcomings of your internship organization?
- Q#3: What are the most enjoyable duties at your internship?

Meeting #3: Looking Towards the Future

- Q#1: What policy implications does your work at your internship organization have at the local and/or national level?
- Q#2: How would you describe your internship to a student looking to start one at your organization?

Meeting #4: Concluding Your Internship

- Q#1: What concepts that you have learned in class could be applied to your internship organization?

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Final Paper Guidelines

Students must complete a 10 to 12-page (16 to 18-page for six credit internships) paper that describes and analyzes their experience with the internship organization, department, or agency. The paper must include all items (1 – 4) outlined below. The paper must be in APA format, which includes 12-point Times New Roman font, double spaced, with one-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](#).

Failure to adhere to these guidelines will result in a student needing to revise the paper until it is deemed satisfactory by the internship instructor, or in a NC (no credit) or I (incomplete) grade.

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 ten scholarly citations** must be provided. For six (6) units, there must be at least 15 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 (e.g., 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. A quick style guide may be found at the [OWL Purdue Online Writing Lab](#).