

# JS 181 INTERNSHIP MEETINGS SHEET

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

JS 181 Instructor: \_\_\_\_\_

Students will meet with their assigned Justice Studies (or Forensic Science) JS 181 instructor four times during the semester; approximately once per month. In these meetings, students will discuss the progress of their internship with their instructor and classmates (e.g., ensure that hours will be completed and that requirements are being followed). Requirements for each meeting are outlined below, along with the reflections students are required to complete **prior** to each meeting.

Students are required to attend all four meetings and have their course instructor sign and date this Meeting Sheet. Failure to attend **any** of the four meetings will lead to the student receiving a **'No Credit'** grade for JS 181.

## Meeting #1 – Reflecting on the Purpose of Your Internship

Date	Instructor Signature
<ul style="list-style-type: none"><li>• Student will submit <u>Internship Registration</u> form and <u>Agency and Student Internship Agreement</u> form to instructor for them to sign.</li><li>• Instructor verifies that the student has cleared any necessary background checks and has started to complete their internship hours.</li><li>• If internship has not commenced, the student and instructor will discuss plan to begin internship as soon as possible.</li><li>• Instructor will review the course requirements for receiving credit, including a) this meeting sheet signed and dated for all four meetings, b) completion of each meeting's corresponding reflections, c) a field journal documenting the 120 hours completed, d) a term paper, and e) an agency supervisor evaluation form.</li><li>• Student will complete the three reflection questions outlined on page three of this meeting sheet.</li></ul>	

## Meeting #2 – Reflecting on the Activities at Your Internship

Date	Instructor Signature
<ul style="list-style-type: none"><li>• Instructor will review the number of hours completed thus far, and advise student on whether they need to seek more hours per week to complete their required 120 hours by the end of the semester.</li><li>• Instructors will ensure that passive activities like filing, paperwork, ride-alongs, and similar do not exceed 25% of student's activities.</li><li>• Instructor will review the field journal for quality, ensuring that the student is counting their hours and documenting reflectively and critically their duties and responsibilities in relation to their justice studies experiences (e.g., course work).</li><li>• Instructors will review what is an academic source with student and outline the requirements for the final paper, including the structure and number of academic sources needed</li><li>• Student will complete the three reflection questions outlined on page three of this meeting sheet in the method decided by the instructor at the beginning of the semester.</li></ul>	

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### Meeting #3 – Looking Towards the Future

Date	Instructor Signature
<ul style="list-style-type: none"><li>• Instructor will check-in on the number of hours completed by the student and ensure that they will reach 120 hours by the last day of instruction.</li><li>• Instructor will remind student to give their agency supervisor at least two weeks to fill out and return the evaluation form, and inform student of the procedure for submitting the evaluation form to the instructor.</li><li>• Instructor will elaborate on the requirements of the JS 181 paper, including how to submit the final assignment.</li><li>• Student will complete the two reflection questions outlined on page three of this meeting sheet in the method decided by the instructor at the beginning of the semester.</li></ul>	

### Meeting #4 – Concluding Your Internship

Date	Instructor Signature
<ul style="list-style-type: none"><li>• Instructor will make sure that student has (or will) complete their hours by the last day of instruction.</li><li>• Instructor will answer any questions about requirements for the term paper, or any other assignment within the course.</li><li>• Instructor will inform student of procedure for turning in all materials required to receive a 'credit' grade in JS 181.</li><li>• Students must make backup copies of all their materials, including their journal.</li><li>• Instructor will elaborate on the requirements of the JS 181 paper.</li><li>• Student will complete the reflection question outlined on page three of this meeting sheet in the method decided by the instructor at the beginning of the semester.</li></ul>	

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## Internship 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?