

**REQUEST FOR APPROVAL OF UNLISTED INTERNSHIP**  
JUSTICE STUDIES DEPARTMENT  
ONE WASHINGTON SQUARE - SAN JOSE, CA 95192-0050

**Complete and submit this required form to the JS office to gain permission to complete an internship at an unlisted organization. This form must be signed by the Internship Coordinator or the Department Chair before a JS 181 course add/permission code can be issued.**

Internship semester: Fall  Spring  Summer  Year: \_\_\_\_\_

Student Intern Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Internship Agency: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Direct Internship Supervisor (please print): \_\_\_\_\_

Office phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Submit with this form a quality assurance letter on organization letterhead from the proposed internship supervisor. 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 following criteria:

1. The mission and values of the organization must be consistent with those of the Justice Studies Department.
2. The intern will do work that is instrumental to advancing the mission of the organization. **No more than 20% of internship time** may be used for mundane tasks such as clerical work, observations, or answering phones.
3. Students will have the opportunity to complete 120 hours of service within the internship semester or summer session.
4. There will be a designated supervisor who will agree to be responsible for overseeing the intern's work, reporting the intern's hours, and evaluating the intern at the end of the semester or summer session.
5. The organization will enter into formal agreement over the parameters of each intern's placement.

My signature on this form indicates that I have confidence that the proposed internship placement will help me satisfy the objectives of the internship course. I understand that this placement is subject to approval, and it may be rejected. Even if approved, if I do not satisfy the requirements of the internship or if this internship happens to not meet the criteria above after all, I may receive a grade of 'NC' and be required to take the internship class again.

STUDENT SIGNATURE (required): \_\_\_\_\_ DATE: \_\_\_\_\_

INTERNSHIP COORDINATOR or CHAIR

Approve

Decline

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_