

## JS 170 - INTERNSHIP SUMMER 2008

### Office hours: **Richard Perry**

June 6, 9:45-11:00 3:10-5:00  
 June 13: 9:45-11:00  
 June 20: 9:45-11:00, 3:10-5:00  
 June 27: 9:45-11:00  
 July 11: 9:45-11:00, 3:10-5:00  
 July 18: 9:45-11:00, 3:10-5:00  
 July 25: 9:45-11:00  
 August 1: 9:45-11:00, 3:10-5:00  
 August 8: All day drop-in hours, 9:45-3:10

### **Mona Lynch**

Thu., May 22, 10-12 noon  
 Wed., June 4, 1-3 PM  
 Tue., June 10, 1-4 PM  
 Tue., June 17, 10-12 and 1-2 PM  
 Monday, June 30, 1-4 PM  
 Wed., July 9, 2-5 PM  
 Monday, July 14, 10-12 noon  
 Tue., July 22, 1-4 PM  
 Tue., July 29, 10-12 and 1-2 PM

### COURSE DESCRIPTION

The internship is designed to provide a broad exposure to the operations of a variety of justice-related agencies and organizations, including courts, law enforcement agencies, law offices, nonprofit organizations and community based programs. The internship student gains knowledge of the structure, goals, and work procedures of the agency/office by participating in activities and observations in the internship setting, and applies that knowledge to a set of analytical activities, including discussion participation, readings, film viewings, on-campus lecture attendances, and the completion of a paper on the internship experience that bridges theory and practice. The internship is limited to Justice Studies Department majors and minors. Students must complete JS 170 for graduation unless they are eligible to waive it based on professional experience. See waiver information below.

### COURSE OBJECTIVES

1. To provide observations and experience in or related to the professional role for which the students is preparing.
2. To offer practical experience in the use of general professional skills and techniques necessary for a successful career.
3. To provide professional supervision, guidance and feedback for the student as she/he gains 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.

#### **A. ENROLLING AND REGISTERING IN JS 170**

1. Start planning your internship the semester prior to enrolling. To find an internship placement, review the internship binder, internship bulletin board, meet with the internship advisors, attend internship informational meetings/lectures or contact agencies directly where you may want to intern. If you are interested in working with an agency that requires extensive background checks (such as many federal agencies), start at least six months before you plan to register.
2. Complete on-line JS 170 Orientation presentation on Justice Studies website [www.sjsu.edu/justicestudies](http://www.sjsu.edu/justicestudies). Print and complete "JS 170 Pre-registration form" also found on the website. **You must obtain the signature of the agency supervisor of your internship on that form prior to receiving faculty advisor approval for enrollment.**
3. Submit the completed pre-registration form to a JS 170 faculty advisor of your choice. This summer, you will either be supervised by Professor Richard Perry or Professor Mona Lynch. You must meet with one of within the first 1 week of the summer session. For the summer session only, you are able to register online for the course during open registration. Nonetheless, you still MUST meet with an advisor and turn in a signed preregistration form by the first week of summer session, or you may be dropped from the class. If your intended internship is pending a background check or approval with higher level official, you may still be eligible to add, however it will be at the discretion of the JS 170 faculty advisor depending on whether your agency supervisor anticipates approving you upon a satisfactory outcome.
4. Continue to meet with your faculty advisor to discuss your internship and address any questions or issues you may have. You should feel free to drop by their office during their posted office hours, which are listed above.
5. 4 units of internship credit are required for JS Majors. Students may enroll in JS 170 Internship for an additional 3 units to be used as elective credits. For the summer session ONLY, all activities beyond the internship hours will be done online. There will be no in-person group meetings or lectures in the summer. Please see below for the due dates for each activity.
  - 4 units = 90 hours plus online activities (required for major)
  - 7 units = 180 hours plus online activities
6. You must negotiate and arrange your work hours with your internship agency or organization.

#### **B. INTERNSHIP REQUIREMENTS**

##### **Requirements at the internship placement:**

1. Complete a minimum of 90 hours at the internship setting, as directed by your internship placement supervisor. Please note that some agencies may have additional time and scheduling commitments for interns.

2. Keep a “field note” journal throughout the semester that documents your activities and experiences at the site. We prefer a small (approximately 5”x8”) stenographer’s style coil-bound notebook, but any lined, coiled note pad is acceptable.
3. Provide the performance evaluation form to your agency supervisor and ensure that it is returned to your JS internship advisor once it is completed. The form is attached to this syllabus. It must be sent to your faculty advisor. Be sure to provide his/her name and address on the form.
4. Maintain professionalism at all times during the internship experience. You represent Justice Studies and San Jose State 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 IN YOUR DAY TO DAY LIVES. YOU MAY NOT POST ANYTHING ABOUT YOUR SETTING ON PUBLIC WEBSITES (I.E., MY SPACE SITES) OR DISCUSS CONFIDENTIAL INTERNSHIP BUSINESS WITH FRIENDS AND ACQUAINTANCES.** Violation of this policy may result in a no credit for the course.

### **Requirements in the JS Department (SUMMER ONLY):**

1. Attend a one-on one meeting with your faculty advisor by the first week of the summer session, during which you will turn in your pre-registration form and discuss the specific activities and learning objectives you have for the internship experience. The remaining meeting will be a group meeting with any of the internship advisors.
2. Actively participate in a minimum of 6 (SIX) different online discussions about your internship experience, as directed below, on the JS 170 WebCT course page. Each post must be a MINIMUM of 200 words, and must specifically address the post by the professor in a comprehensive and thoughtful manner. Once registered, you are responsible for logging on and knowing due dates for these activities.
3. Read a minimum of THREE (3) scholarly articles of interest among the choices that are available on the WebCT site, and comment on them on the WebCT discussion section labeled “Article/film comments” by the posted due dates. These discussion posts are included in the 6 total that are required for the summer session.
4. You may substitute ONE of the article assignments with an approved documentary film, by viewing one justice related documentary film from the list posted on WebCT (all are available either through IRC, King Library, the JS conference room, or in some limited cases, at your local video store). Alternative documentary films must have prior approval from one of the instructors. Feature films/fictional films are NOT acceptable alternatives.
5. Complete an eight to ten page paper that describes and analyzes your experience with the department or agency. You must follow the paper guidelines below in order to receive credit. If enrolling for 7 units, see your advisor for details.
6. Papers, performance evaluation, and field notes notebook should be submitted to your advisor by Friday, August 8 before 3 PM. If you need to take an incomplete to finish the requirements, please discuss with your internship advisor before the final paper due date.

## **PAPER GUIDELINES**

Every student must complete an eight to ten page paper in proper APA format that describes and analyzes their experience with the department or agency. The paper must be in 12 font and at least 2,000 words. For six (6) units the paper must be a minimum of 16 pages and 4,000 words. The format must include items I-IV as delineated below.

- I. A brief description of 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.
- II. A general analysis of the intern experience and how it related to your academic experiences (e.g., textbooks, journal articles, etc.); that is, “bridging the gap” between theory and practice. In this regard, at least two scholarly citations (preferably empirical or theoretical) must be provided. For six (6) units, there must be at least four citations. Use APA format and the guidelines can be found in the American Psychological Association, 5<sup>th</sup> Edition APA reference book available at any bookstore. 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 says about how that kind of agency or organization functions.
- III. A specific analysis of what you really liked about the job and why (i.e., why was the experience “meaningful” to you?) and what you really disliked about the job and why (i.e., why was the experience 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.
- IV. Provide your overall evaluation of your intern experience in one or two summary paragraphs. Finally, indicate what rating you would assign the internship on a 1 to 5 scale (1 signifying that you disliked almost all aspects of the experience and 5 signifying that you liked almost all aspects of the experience. A rating of 4 or above means that you would recommend an internship in the agency to your friends.)
- V. Due date: Friday, August 8, before 3 PM.
- VI. **NOTE REGARDING PLAGIARISM:** Adhere to the SJSU code prohibiting plagiarism. Any plagiarized work will receive no credit and may not be resubmitted. It will also result in disciplinary action by the Department or University. Policy regarding plagiarism at SJSU can be located at: <http://www2.sjsu.edu/senate/S02-4.pdf>

**D. MISCELLANEOUS****WAIVER OF JS 170**

1. Students who have recently (within the past 3 years) worked at least half-time with a public sector justice-related agency or organization may be eligible to waive JS 170. The work experience must be sufficiently extensive and must be more than an entry level position with few responsibilities to qualify for the waiver.
2. To petition for a waiver, submit the following to an internship faculty advisor or department chair: A letter with original signature on company letterhead from your supervisor that outlines your length of employment, the average number of hours you work(ed) per week, your job title and your specific duties in that job. Make sure that contact information is provided by your supervisor for any follow-up or verification of information that may be needed. You must get final approval from the department chair to waive JS 170.
3. If you waive JS 170 you must take another upper-division JS course in its place.

**GRADING**

This is a CR/NC course. In order to receive credit a student must complete the required 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. If all requirements are not met, students will receive NC unless they make prior arrangements with their advisor to finish work hours and complete a "Contract of Incomplete" agreement form.

**RESPONSIBILITY OF STUDENTS**

Accepting the internship arrangement, the students agree to fulfill several responsibilities.

1. Conduct themselves in a manner which reflects credit upon the agency, themselves and the Justice Studies Department of San Jose State University.
2. Students are expected to comply with all university rules and regulations that would apply if they were on campus; and, in addition, to all policies, rules and regulations of the participating agencies.

**SUMMER ONLINE ACTIVITIES DUE DATES:**

**For each discussion assignment, please READ the initial post by the professor (Mona Lynch or Richard Perry) and respond specifically as directed by that post. Remember that each post must be a MINIMUM of 200 words, using appropriate college level writing and grammar.**

DUE June 16, before midnight: Post introduction and internship description under Discussion #1 on Blackboard. You must also post a response to a classmate's comments by this date.

DUE June 23, before midnight: Post comments on Article #1 or a film alternative

DUE July 7, before midnight: Post comments on Article #2 or a film alternative (if not done for article 1).

DUE June 14, before midnight: Post comments on what you are learning so far in internship.

DUE July 28, before midnight: Post comments on Article #3 or a film alternative (if not done for article 1 or 2).

DUE August 4, before midnight: Post final comments on internship experience.

SAN JOSE STATE UNIVERSITY

JUSTICE STUDIES DEPARTMENT
ONE WASHINGTON SQUARE
SAN JOSE, CALIFORNIA 95192-0050

INTERN PERFORMANCE EVALUATION

Please Return to Student Faculty Advisor: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Semester/Date: \_\_\_\_\_

4 = Superior
3 = Good
2 = Average

1 = Poor
X = No Criteria to Evaluate

Table with 6 columns: Ability to carry on agency work, 4, 3, 2, 1, X. Rows include: 1. Understanding of purpose and function of agency, 2. Ability to understand and use agency policies and procedures efficiently, 3. Ability to plan, organize, and use time effectively.

Comments: \_\_\_\_\_

Table with 6 columns: Development of skill, 4, 3, 2, 1, X. Rows include: 1. Ability to obtain pertinent information when needed, 2. Ability to plan course of action, 3. Ability to relate and apply knowledge of specialized area to problem or agency function, 4. Ability to communicate with staff and others, 5. Ability to record pertinent facts, 6. Ability to write & summarize facts, 7. Ability to give oral reports.

Comments: \_\_\_\_\_

C. Acceptance and use of Supervision	4	3	2	1	X
1. Understanding of supervisory relationship	___	___	___	___	___
2. Acceptance of supervisory authority	___	___	___	___	___

Comments: \_\_\_\_\_  
 \_\_\_\_\_

D. Capacity for Professional Development

1. Integration of theory and practice	___	___	___	___	___
2. Show pattern of continuous learning	___	___	___	___	___
3. Ability to focus on problems and needs of agency	___	___	___	___	___
4. Attitude towards professional development	___	___	___	___	___
5. Promptness	___	___	___	___	___
6. Dependability	___	___	___	___	___

Comments: \_\_\_\_\_  
 \_\_\_\_\_

**Number of Hours Completed:** \_\_\_\_\_

<b><u>AGENCY CONTACT INFORMATION:</u></b>	
<b>Internship Supervisor:</b>	
_____	
(Please Print Name)	
_____	_____
(Signature)	(Date)
_____	(_____)_____
(Email)	(Phone)
<b>Agency:</b> _____	
<b>Department:</b> _____	
<b>Agency Address:</b> _____	
_____	

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