



JUSTICE INTERNSHIPS INFORMATION AND REQUIRED FORMS

Justice Center Justice B.A. Program

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JUSTICE INTERNSHIPS INFORMATION AND REQUIRED FORMS

Introduction

Justice Internship (JUST 495) is an elective course open to selected justice majors of junior or senior standing who have an appropriate academic background. Students who are earning the paralegal certificate in conjunction with a Bachelor of Arts in Justice must complete a 3-credit paralegal internship, rather than an internship with a justice emphasis.

The justice internship is an integral component and extension of the academic offerings of the Justice Center. It is designed to enhance the advanced justice student's total academic experience through a planned period of observation, study and participation in a selected justice agency or related organization. The internship is viewed as the capstone to the student's academic experience.

Interns benefit greatly from the opportunity to observe and work with practitioners in the field. As interns, justice students are challenged with opportunities to apply concepts and principles learned in the classroom, to network with professionals in the justice community, and to analyze on-the-job experiences in light of academic learning.

Justice students interested in practical, experiential learning opportunities may qualify for JUST 495. Detailed information is provided here regarding deadlines for internship placements, required forms, and the placement process.

Getting Started

Identifying the right internship placement for qualified Justice majors is a process that takes advance planning. Internship applicants must notify the Internship Coordinator of their intent to enroll in the program before the application deadline that applies for the semester in which they intend to serve their internship.

Internships must be established in the Fall or Spring semester prior to the semester in which the internship will occur. Applications for Fall internships must be submitted by the announced deadline in the prior Spring semester. Applications for Spring internships must be submitted by the announced deadline in the prior Fall semester. Applications for Summer internships must be submitted by the announced deadline in the prior Spring semester. Student initiated internship requests received after these deadlines will be considered for the next cycle of internship placements.

Deadlines

*To perform your internship...
during this semester*

Summer 24
Fall 2004
Spring 2005
Summer 2005
Fall 2005

*Your application materials must be
received by the Coordinator
by this date.*

March 5, 2004
March 5, 2004
October 22, 2004
March 4, 2005
March 4, 2005

Application Materials

The application materials must be completed and delivered to the Justice Center by the stated deadline for you to be considered for placement in a Justice internship. These required materials include:

- Application form
- Insurance form
- Information Release form
- Resume

These materials are included at the end of this file.

General Requirements for Applicants

To be eligible for a Justice internship placement, you must be a Justice major in either junior or senior status.

In addition, you must have completed at least 18 credit hours in Justice courses before placements will be made.

Finally, intern applicants must have a cumulative GPA of at least 2.5. Copies of your UAA transcripts will be provided to potential placement sites as part of the selection process.

Some firms and agencies enforce standards requiring background and records checks. Consequently, you may be required to authorize related investigations and checks as a condition of acceptance.

Placement Options

The intern placement involves a competitive process in which students apply for positions in justice agencies and related organizations that have a formal contract with the UAA Justice Center. Placements will be sought in accordance with your interests and educational needs.

The Program Coordinator maintains a roster of placement sites that have contracted with the Justice Center. Before you submit your application materials, you should review the roster and identify at least three placement sites in which you are interested. This information is included on your application form, and should appear in rank order starting with your first choice.

Once you have identified placements in which you are interested, the Coordinator will communicate with the placement site to determine whether there is a need or desire for an intern during the semester identified. You should not contact the placement organization on your own. This policy is not designed to constrain development of new placements, but to maintain the integrity of the internship program. If you have a placement in mind in your home area or as a result of professional contacts in the field, the first step is always to discuss this with the Coordinator.

To ensure that the internship results in a significant educational experience, you will not be placed with an organization with which you are currently, or have been previously employed in most circumstances. At the discretion of the Program Coordinator, placements with existing employers may be approved under strict requirements.

Placement Process

1. Identify the semester during which you hope to complete your internship requirement.
2. Complete the application materials.
3. Submit the application materials by the relevant deadline.
4. Receive notification that application will be accepted and placement made.
5. Meet with Coordinator to finalize potential placement agency or related organization.
6. Your resume and transcript are sent to the potential placement site for consideration.
7. Interested placement site(s) will contact you directly to schedule an interview.
8. If you are accepted for placement by the firm, agency or other organization, they will contact you directly. You are responsible for informing the Coordinator of the placement.
9. If you are declined for placement by the firm, agency or other organization, they will contact the Coordinator who will so inform you.
 - a. Meet with Coordinator to select second round options, and address deficiencies identified by the first potential placement site.
 - b. Continue this process until satisfactory placement is found.
10. Once your placement is confirmed, you will be approved to register for JUST 495.

Required Forms

Appended to this informational material you will find the forms you are required to submit to begin the application process. You may either print these forms and complete them offline (typewritten only), or complete each form online at the Justice Center Web Site and print it as completed. You may not complete and submit the forms online, however. The website is not designed to accept your internship application in this manner.

Your application will be rejected if the required forms are not typewritten.

By 5 p.m. on the deadline date, your completed application materials must be received in the UAA Justice Center (faxed applications will *not* be accepted). Those materials include:

1. Application form
2. Insurance form
3. Information release form
4. Your current resume

Frequently Asked Questions

1. Will I be paid?

Most internships are unpaid. Many organizations reimburse interns for mileage and related costs incurred in the performance of the intern's duties. When pay is available, it usually ranges from minimum wage to \$12 per hour.

2. How many hours do I have to work to satisfy the requirement?

You are required to perform a minimum of 225 hours of organized and approved work in the law firm, agency or organization. This work must be supervised, though each of the 225 hours need not occur in the physical confines of the placement site. Hours spent at the law library or conducting field interviews, for example, are clearly hours spent in completion of your internship responsibilities.

3. I work at a justice agency, so may I serve my internship there?

Generally, no. The goals of the internship program include providing you with the opportunity to apply and extend your academic experience in a professional setting. Your internship should support your classroom-based instruction and increase your understanding of its relevance. You should be adding to your set of skills and experiences in meaningful ways. If an internship can be developed that will achieve the course objectives and goals at your place of employment, an internship at your current job might be approved. Do not count on that happening; it's not likely.

4. Will I be graded on my performance as an intern?

Yes. This is a Pass/No Pass graded course. Your grade will be based on the evaluation of your site supervisor, the Coordinator's assessment of the required journal, and your final paper. If you don't comply with the compulsory course requirements, you may be withdrawn or failed by the Coordinator.

5. What if I don't get along with my site supervisor?

If you have any problems or concerns during the course of your internship, you should contact the Coordinator.

6. What is the initial contract, and where do I find one?

The initial contract is an agreement between you, your site supervisor and the Coordinator. It establishes the purpose and structure of the internship as agreed between you and your placement site, then approved by the Coordinator. The contract is unique to your internship. You are required to draft the contract, and perform your internship according to its terms. You will not find this in a forms book.

7. What is the point of the internship journal?

The journal serves several purposes. First, it documents your compliance with the terms of your internship contract. Second, it identifies the type of work you performed and the work product generated during your internship. Third, as a contemporaneous record reflecting on your work and experience, it provides useful information in completing your final paper requirement.

8. What happens if I do not keep up with my journal?

You are required to submit your journal bi-weekly over Blackboard. This is a compulsory course requirement. Failure to comply with such a requirement may result in a faculty-initiated withdrawal from the course, or a “No Pass” grade.

9. Is it likely that my internship will turn into a full time job after graduation?

Permanent placement is not a goal of the internship program. Nor is it a likely outcome. Permanent placements have occurred, but are uncommon.

Syllabus

JUST 495 -- Justice Internship

Revised December 2003

Course Description

Specially arranged field experiences for advanced justice majors. Designed to expand knowledge and skills through supervised placements in justice-related organizations in the public and private sectors.

Prerequisite

Approval by Internship Coordinator.

Course Objectives

To provide a quality experience in which the student may apply skills and knowledge learned in the classroom to the professional world. The student will work directly under the supervision of professionals in an agency or justice organization as arranged and approved by the Coordinator. In the course of the internship, the student will identify specific goals and accomplish them, assess and understand the structure of the agency or organization, perform substantive tasks and acquire an understanding of the functions and duties of a professional in the field of study.

The student must perform a **minimum of 225 hours of organized and approved work** (and observation) in a law firm, public agency or related organization for three credits. With special permission, a student may receive more credits for more work hours, up to a total possible six credits.

Course Requirements

1. Student is to submit a one to two page initial/contract paper designating the internship placement, hours, supervisor, tasks and duties to be performed, including substantive areas of law where available. This document will be signed by the Supervisor, Coordinator and the student.
2. Student is to keep a contemporaneous journal of internship activities and submit these journal entries with any work products (confidential names deleted) on a bi-weekly basis to

the Coordinator. The journal shall include the date, a detailed description of the task assigned, work performed, findings made and the amount of time spent.

3. Student is to complete submit a midterm evaluation of the internship experience in the format provided by the Coordinator.
4. Student is to submit a final paper of approximately 10-20 pages covering:
 - a. the role of the intern in the placement office and how the firm, agency or organization relates to the administration of civil or criminal justice in the local jurisdiction;
 - b. the substantive areas of organization, process or laws which the student researched, applied, and learned during the internship, including copies of student work (properly redacted to maintain confidentiality requirements) produced during the internship;
 - c. issues relating to professional ethics presented in the course of the internship, how these were addressed and conclusions derived from the experience; and
 - d. reflections on the internship experience as a whole and any suggestions to making it a more valuable experience.
5. Student is expected to be punctual and reliable complying with the requirements of the initial contract.
6. Student's attendance may be required at an intern seminar consisting of all students enrolled in the internship during the semester.
7. Additional assignments are at the discretion of the Coordinator. This will be posted on Blackboard and the internship student is expected to monitor Blackboard regularly throughout the semester.

Grading

The final Pass/No Pass grade will be based on a written evaluation by the site supervisor, as well as the Coordinator's assessment of the journal entries, work products and final paper. Students who do not comply with the compulsory course requirements may be withdrawn or failed by the Coordinator.

Justice Internship Application Forms

You may either print these forms and complete them offline (typewritten only), or complete each form online at the Justice Center Web Site and print it as completed:

Application form
Insurance form
Information release form

Remember also to include with your application:

Your current resume

Your application will be rejected if the required forms are not typewritten.

Submit your application no later than the 5:00 p.m. on the deadline date to the Justice Center in CAS 306. You may also mail your application to the Justice Center, but be sure to leave plenty of time to arrive: **applications received later than the deadline will not be accepted**, regardless of the postmark on your envelope. **Faxed applications will not be accepted.**

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3211 Providence Drive, CAS 306
Anchorage, AK 99508

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INTERNSHIP APPLICATION
(Please Type)

Year: _____ Semester [check one:] ___ Fall ___ Spring ___ Summer Number of Credits _____

Area of Interest _____

Name _____ Social Security # _____

Current Address _____
No. and Street _____ Home phone _____

City _____ State _____ Zip _____ Work phone _____

Permanent Address _____
No. and Street _____ Home phone _____

City _____ State _____ Zip _____

Date of Birth _____ Driver's License # and State of Issue _____

Number of Credits Completed to Date: _____ Justice/Paralegal GPA: _____ General GPA: _____

Degree Program: B.A. A.A. Paralegal Certificate

List the agency title and city of the three most preferred internship placements.

	<u>AGENCY TITLE</u>	<u>LOCATION</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

List courses you have taken which would assist you in a placement.

List Significant Work Experience, Including Volunteer Experience (attach additional pages, if necessary)

Job Title	Description	Hours Per Week	Dates Employed From	To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I authorize the Justice Center to provide my academic record to the placement organization to be used in the intern selection process.

I authorize the Justice Center to provide my date of birth, social security number, and driver's license number to organizations requiring a background check.

Date: _____ Signature: _____



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INSURANCE ELECTION/REJECTION

The Justice Center recommends that the student obtain accident insurance to cover injuries that a student might sustain while involved in the internship. A student may possess coverage from their own employment, coverage by a parent's policy, or other insurance purchased by the student such as the UAA student insurance. Student accident insurance is available through the UAA Statewide Risk Management Office.

Information and application for the UAA Health Program or the UAA Student Accident Insurance are available from the Internship Coordinator.

I certify that I have read the information above and:

___ do want to obtain student accident insurance available through the University of Alaska Statewide Risk Management Office.

___ do not want to obtain student accident insurance available through the University of Alaska Statewide Risk Management Office.

Student Signature

Date



Justice Center
University of Alaska Anchorage

INTERNSHIP INFORMATION RELEASE FORM

I, _____, hereby authorize the University of Alaska Anchorage Justice Center Internship Coordinator (or their designee) to provide information necessary to Agencies or Lawfirms interested in sponsoring me as an intern.

I understand that this may include, but is not limited to, my grade point average, courses I have taken, grades received in courses, a copy of my transcript, date of birth, social security number, and drivers license number.

Student Signature

Date