

**JS 181, INTERNSHIP REGISTRATION FORM**  
JUSTICE STUDIES DEPARTMENT  
ONE WASHINGTON SQUARE - SAN JOSE, CA 95192-0050

**Complete and submit all required forms to [justice-studies@sjsu.edu](mailto:justice-studies@sjsu.edu). This form must be signed and submitted before the first internship meeting. The agency supervisor must sign this form before the faculty adviser can approve the internship. Students not meeting this requirement will be withdrawn from the course and must wait until later to take the internship.**

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

Number of Internship Units: \_\_\_\_\_

Student Name: \_\_\_\_\_ SJSU Student ID#: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Agency Direct Internship Supervisor: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Has the student passed the background check (if required) for the internship?  Yes  No  Not Required

**In the space below**, please describe in detail what the student's activities and duties will be in this internship. Passive activities like filing, paperwork, ride-alongs, and similar duties should not exceed 20% of all activities. This statement of duties and activities must be approved by the internship faculty adviser in order to receive credit for the internship.

**My signature indicates that I have reviewed the JS 181 forms, as well as the syllabus. In addition to completing my 120 hours, I will attend 4 meetings with my internship faculty adviser and obtain their signature verifying my full attendance. To obtain credit, I must: 1) obtain a satisfactory evaluation from my internship supervisor, 2) keep and submit "field notes," 3) complete each of the assigned reflection assignments 4) maintain and submit my internship meetings sheet, and 5) write a final paper as outlined in the syllabus. I understand that if I cannot meet all requirements by the end of the term, I may receive a 'NC' or 'I.' If I receive an incomplete, I must meet with my adviser to make arrangements to fulfill missing requirements in a timely manner.**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*Agency Supervisor Signature: **(required)** \_\_\_\_\_ Date \_\_\_\_\_

\*By signing this pre-registration form, I verify and approve that the above student will be participating in an internship with this agency and I verify that we have discussed the specific activities and duties described above in which the student will participate.