

APPLICATION FOR JUST 497
INTERNSHIP EXPERIENCE AND SENIOR SEMINAR

NOTE

- Many placements require security clearance that will involve background checks. A prior arrest or conviction may exclude students from certain placements. **Please advise the Applied Learning Specialist, Professor Raguso, so that she can work with you to secure an appropriate placement.**
- Placements requiring background checks can take as long as 8 weeks for clearance. National clearance can take 6-9 months.
- Some placements such as the Office of the Prosecutor cannot accept students who serve alcoholic beverages in paid positions.
- Deadlines dates for submission of applications are as follows:
March 1st. for the fall semester
February 15th. for the summer semester (reserved for August graduates)
October 1st. for the spring semester
NO EXCEPTIONS WILL BE MADE TO THE DEADLINE DATES.
YOU ARE ENCOURAGED TO FILE EARLY. Pre-requisite courses do not need to be completed before you apply for an internship. However, pre-requisites courses must be completed and you must earn a C- or better in each pre-requisite in order to start your internship.
- **COMPLETED APPLICATIONS AND RESUMES ARE TO BE RETURNED TO PROF. MORGANTI BY THE DEADLINE DATE FOR ACADEMIC APPROVAL. THEY WILL BE FORWARDED TO PROF. RAGUSO AND HELD ON FILE UNTIL YOUR PLACEMENT MEETING.**

GALE MORGANTI
Justice Studies
Dickson Hall Room 331

- **IT IS YOUR RESPONSIBILITY TO PHONE PROFESSOR RAGUSO AT EXT.7702 IMMEDIATELY AFTER SUBMITTING YOUR COMPLETED APPLICATION FOR A PLACEMENT APPOINTMENT. STUDENTS WHO WAIT UNTIL THE END OF THE SEMESTER TO MAKE AN APPOINTMENT RUN THE RISK OF HAVING LITTLE OR NO CHOICE IN A PLACEMENT SITE. STUDENTS WHO HAVE SECURED THEIR OWN PLACEMENT MUST FILE AN APPLICATION AND MEET WITH PROF. RAGUSO FOR APPROVAL.**

I have read and understand the terms stated above.

Student's Name: _____

Student's Signature: _____ Date: _____

Montclair State University
Justice Studies Program
Student Application for Internship Placement: JUST 497

SECTION ONE: INSTRUCTIONS FOR FILING A STUDENT APPLICATION TO REQUEST PLACEMENT

Please read the following instructions carefully before completing Sections Two through Five of the application. Incomplete or inaccurate information will lead to delays in placement.

- You must have completed the following core courses in order to begin your Internship:
JUST 200 Perspectives on Justice Studies I
JUST 201 Perspectives on Justice Studies II
JUST 300 Research Methods in Justice Studies
JUST 310 Theoretical Issues in Justice Studies

PALG 312 Research and Writing for Paralegals: Students with a Paralegal Concentration or Paralegal Minor

A minimum grade of C- is required in all four core courses and PALG 312 (paralegal concentration and minors) before placement will be considered.

- To calculate your Grade Point Average (GPA) go to New Student experience on the MSU website, First Year Advising, GPA calculator.
- **Summer placements are reserved for students graduating in August. Any special requests for summer placement must be approved by the Applied Learning Specialist.**
- **Please attach 3 typewritten resumes to this application. Do not staple to the application or staple pages. Resumes with grammatical errors and resumes that are not a good representation of a student competing for placement will be returned to the student for correction and will delay placement.**

SECTION TWO: STUDENT INFORMATION

Name _____

Mailing Address _____

Phone Number (C) _____ (H/W) _____

Email Address _____

Student ID Number _____

Justice Studies Concentration _____

Minor _____

Grade Point Average (GPA): Overall _____ Justice Studies _____

SECTION THREE: PLACEMENT INFORMATION

Anticipated Placement

JUST 497: Internship Placement

_____ Fall _____ Spring _____ Summer Year _____

Expected Date of Graduation: _____

Although we cannot guarantee finding the “perfect placement” for you, please describe an internship placement that would meet your academic and experiential needs.

What is your geographic preference for placement? _____

How far are you willing to travel? _____

Areas of Interest: Please select at least three placements. Placements *must be related to your area of concentration*. Number your choices, with 1 being your first choice, 2 your second choice and so forth.

PLACEMENT TYPE

- Department of Probation
- Local Police Department
- Sheriff's Office
- NJ State Police
- Department of Corrections
- New Jersey State Parole
- Juvenile Detention Center
- Juvenile Probation
- Juvenile Detention
- Child Welfare Agency
- Child Advocacy Agency
- Youth Shelter
- Superior Court
 - Family Division
 - Criminal Division
 - Civil Division
- Federal Court
- New Jersey Office of the Public Defender
- Banking/Finance
- Private Law Office
- Prosecutor's Office

Other: _____

Do you have your own placement?

Name of Agency/Firm _____

Description of Responsibilities _____

SECTION FOUR: ACADEMIC REQUIREMENTS

Please enter your final grade for all completed courses. Enter “pending” for courses you are currently taking. Enter “T” for transfer courses. **Incomplete applications will not be processed.**

Required Common Core	Grade
JUST 200 Perspectives on Justice Studies I	_____
JUST 201 Perspectives on Justice Studies II	_____
JUST 300 Research Methods in Justice Studies	_____
JUST 310 Theoretical Issues in Justice Studies	_____
Students with a Paralegal Concentration and Minor	
PALG 312 Research and Writing for Paralegals	_____

Five Concentration Electives

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SECTION FIVE: ADDITIONAL RELEVANT INFORMATION

Comments: _____

I certify that all information contained in this form is correct and complete.

Student’s Name: (Print) _____

Student’s Signature: _____ **Date:** _____

APPLICATION AND FOLLOW UP CHECKLIST

Students,

Please keep this checklist as your guide. It will insure a more efficient process.

APPLICATION

_____ Did I read the instructions carefully?

_____ Did I sign the cover sheet and the last page of the application?

_____ Did I note the deadline date for submission of the application?

_____ Did I complete each section and list all courses as requested?

_____ Did I submit a carefully written and thought out resume that markets my talents and abilities?

_____ Did I remember

- not to staple together the pages of my resume
- not to staple my resume to my application
- not to submit a double sided copy of my resume