

CATALOG INFORMATION

Dept and Nbr: AJ 99I

Title: ADMIN OF JUSTICE INTERN

Full Title: Admin of Justice Occupational Work Experience Internship

Last Reviewed: 10/9/2023

| Units   |      | Course Hours per Week |       | Nbr of Weeks | Course Hours Total |        |
|---------|------|-----------------------|-------|--------------|--------------------|--------|
| Maximum | 8.00 | Lecture Scheduled     | 0     | 17.5         | Lecture Scheduled  | 0      |
| Minimum | 0.50 | Lab Scheduled         | 0     | 6            | Lab Scheduled      | 0      |
|         |      | Contact DHR           | 34.50 |              | Contact DHR        | 603.75 |
|         |      | Contact Total         | 34.50 |              | Contact Total      | 603.75 |
|         |      | Non-contact DHR       | 0     |              | Non-contact DHR    | 0      |

Total Out of Class Hours: 0.00

Total Student Learning Hours: 603.75

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 25 - 16 Units Total (WrxE only)

Also Listed As:

Formerly:

**Catalog Description:**  
Administration of Justice Occupational Work Experience internship offers job readiness preparation; job seeking and coaching; application, resume, and interviewing instruction; screening; prospective internship placement; and supervised employment of students that extends to the job site classroom learning that relates to the students' educational or occupational goal in Administration of Justice. Students eligible for internships will have declared a major in Administration of Justice or related discipline, have completed courses in their major, or have acquired a high level of skill in their discipline, and are ready for on-the-job experience in a paid position. Students will acquire new knowledge, skills, and abilities to prepare for a career in the field of Administration of Justice.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**  
Student must complete an interview, placement and verification of employment because intern position must be secured prior to enrollment.

### **Schedule of Classes Information:**

Description: Administration of Justice Occupational Work Experience internship offers job readiness preparation; job seeking and coaching; application, resume, and interviewing instruction; screening; prospective internship placement; and supervised employment of students that extends to the job site classroom learning that relates to the students' educational or occupational goal in Administration of Justice. Students eligible for internships will have declared a major in Administration of Justice or related discipline, have completed courses in their major, or have acquired a high level of skill in their discipline, and are ready for on-the-job experience in a paid position. Students will acquire new knowledge, skills, and abilities to prepare for a career in the field of Administration of Justice. (Grade Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment: Student must complete an interview, placement and verification of employment because intern position must be secured prior to enrollment.

Transfer Credit: CSU;

Repeatability: 16 Units Total (WrxE only)

### **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

|                      |                      |                        |                  |
|----------------------|----------------------|------------------------|------------------|
| <b>AS Degree:</b>    | <b>Area</b>          | <b>Effective:</b>      | <b>Inactive:</b> |
| <b>CSU GE:</b>       | <b>Transfer Area</b> | <b>Effective:</b>      | <b>Inactive:</b> |
| <b>IGETC:</b>        | <b>Transfer Area</b> | <b>Effective:</b>      | <b>Inactive:</b> |
| <b>CSU Transfer:</b> | Transferable         | Effective: Spring 1999 | Inactive:        |
| <b>UC Transfer:</b>  |                      | Effective:             | Inactive:        |

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

### **COURSE CONTENT**

#### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Demonstrate application of Administration of Justice specific skills and knowledge at the job site
2. Write a resume targeted to an Administration of Justice career that includes the new skills acquired in the internship.
3. Demonstrate improvement of Administration of Justice specific job skills at the job site.

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#### **Objectives:**

Upon completion of the course, students will be able to:

1. Develop, achieve, and assess Administration of Justice work-based learning objectives.
2. Use self-reflective and critical analysis to evaluate a job site experience.
3. Research and analyze resume writing formats; assess discipline specific skills of a targeted career; write an Administration of Justice specific resume.
4. Assess Administration of Justice classroom learning and apply applicable skills to meet requirements at job site.

5. Research career information.
6. Keep accurate records of employment.
7. Repeating students must demonstrate increased depth and breadth of work skills proficiency at their worksite with new learning objectives.

### **Topics and Scope:**

- I. Work-based learning objectives
  - A. Self-assessment
  - B. Format
  - C. Measurement
  - D. Evaluation
- II. Written report
  - A. Format
  - B. Grammar and organization
  - C. Focus
  - D. Reflective analysis
- III. Resume
  - A. Research
  - B. Analysis
  - C. Skills assessment measurement
  - D. Career objective
  - E. Format
  - F. Organization
  - G. Education and experience
  - H. Skills and qualifications
- IV. Job site skills
  - A. Classroom preparation
  - B. Job site requirements
- V. Job and career research
  - A. Employer panel discussions, personal skill sets, job search strategies
  - B. Informational interviews and job shadows
- VI. Accurate record keeping and timely reporting of hours worked
- VII. Repeating students
  - A. Develop new more complex Administration of Justice related learning objectives
  - B. Measure/evaluate work site performance

### **Assignment:**

1. Write, accomplish, and evaluate 4 measureable work-based learning objectives in Administration of Justice.
2. Select and attend 4 hours of seminars or activities, or complete a project.
3. Develop or revise resume.
4. Write a 2-page reflective report.
5. Keep accurate records of hours worked per week.
6. Meet with instructor and job supervisor at least one time.
7. Repeating students will create new objectives that are more complex and at a higher level of competency.

### **Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Reflective report, resume, and objectives

Writing  
10 - 25%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

work-based learning, completion of objectives

Skill Demonstrations  
50 - 65%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Instructor evaluation, analysis of seminars, activities or project, and hours worked

Other Category  
15 - 30%

### **Representative Textbooks and Materials:**

Intern Handbook and other career related materials prepared by instructor.