

GUIDELINES FOR RESEARCH INTERNSHIP IN JUSTICE STUDIES – JUST 602

1. Any student who wishes to do the research internship must fill out an agreement form, have it signed by the instructor supervising the research internship, and submit it to the department's academic counselor. **NOTE:** The research internships which are sponsored by part-time instructors and graduate students require approval of the chair of the Justice Studies program. Proposals requiring approval of the chair must be submitted by the seventh day of classes. Contracts submitted after this deadline will not be approved.
2. The research internship should provide an appropriate learning experience for the student. (Not simply repeat material already covered, i.e., research should go beyond material covered in previous coursework that is considered preparation for research).
3. The nature of the research internship must be worthy of advanced academic major credit, (i.e., there should be an integrative written report which addresses current research and developments in the field of study).
4. The student will be expected to spend **12-15 hours per week*** working for the course. The time may be spent reading, writing, field experience, laboratory work, oral presentations, taking exams, and other appropriate activity agreed upon by student and instructor.
5. **Unless inappropriate, the student will submit a written report to the instructor, and this report will at least partly determine the grade.**

***Time commitment: The total hours required for the semester may be distributed in any mutually agreeable way. However, instructor and student agree that credit for the course is contingent on meeting the minimum required hours for the semester.**

PROPOSAL/CONTRACT FOR RESEARCH INTERNSHIP IN JUSTICE STUDIES – JUST 602

Every student who wishes to obtain credit for Research Internship must submit a signed student/instructor contract. If a contract is not on file when final grade rosters are prepared, **the student's grade will be withheld** until the contract is filed.

Name: _____

Local address: _____

Phone: _____

Email: _____

Major: _____

Class year: _____

Agrees to participate in the Research Internship with:

Name: _____

Address: _____

Phone: _____

Email: _____

The student will contribute _____ hours per week

During the _____ Fall _____ Spring _____ Summer 20____ academic semester

Beginning on: _____ Completion date: _____

1. Title of project and general statement of goal:

2. Describe the specific tasks to be undertaken:

3. Unless the nature of the Research Internship prevents it, it is generally expected that there will be a final written report. Please describe the nature of the report for this project:

4. Is this project connected to or a substitute for a regular classroom course or the traditional internship (JUST 601)? If yes, please explain the reason for this:

5. Method of evaluation and grading:

Signature of student/Date

Signature of instructor/Date