APPLICATION FOR JUST497
SENIOR SEMINAR AND INTERNSHIP EXPERIENCE

**Deadlines** for submission of the JUST497 application:
- February 15th for the summer semester
- March 1st for the fall semester
- October 1st for the spring semester

**PLEASE READ THE REQUIREMENTS BELOW FOR ELIGIBILITY BEFORE COMPLETING THE APPLICATION**
The applying student MUST:
- meet the required grade point average (GPA) overall, in the major and concentration(s).
  - *International Justice Concentration:* 3.00
  - *Justice Systems Concentration:* 2.00
  - *Paralegal Studies Concentration:* 2.75
- complete the following core courses and achieve a C- or better prior to the placement semester.
  - JUST205 Perspectives on Justice or JUST200 Perspectives on Justice Studies I
  - JUST204 Justice, Courts & Legal Systems or JUST201 Perspectives on Justice Studies II
  - JUST300 Research Methods in Justice Studies
  - JUST310 Theoretical Issues in Justice Studies
  - *PALG312 Research and Writing (*ONLY applies to Paralegal Concentration AND Paralegal Minor)
- complete six (6) concentration electives prior to the internship semester. Required concentration electives include the following:
  - For the International Justice Concentration: JUST103, JUST210, JUST240
  - For the Justice Systems Concentration: JUST101, JUST102, JUST240
  - For the Paralegal Studies Concentration: PALG201, PALG312, PALG339

Students must complete the core requirements and six (6) concentration electives according to the following:
- **Fall semester applicants** must complete the requirements by the end of the summer (excluding post session).
- **Spring semester applicants** must complete the requirements by the end of the fall (excluding winter session).
- **Summer applicants** must complete the requirements by the end of the spring semester.

**Applications with missing documents or incomplete/inaccurate information will not be approved.**

**PLEASE NOTE:**
- *There are NO EXCEPTIONS to the deadline dates.*
- Pre-requisite courses do not need to be completed before you apply for an internship however, pre-requisite courses and six (6) concentration electives must be completed before your internship semester.
- Students who meet eligibility requirements may take JUST 497 one (1) semester prior to their last semester at MSU.
- You are encouraged to file your application early. Placements requiring background checks can take as long as 8 weeks for clearance. National/Federal clearance can take 6-9 months and internships are highly competitive.
- A juvenile/adult arrest or conviction may exclude students from certain placements. Please advise the Applied Learning Specialist of any charges, or arrests you have incurred at your placement meeting.
- If you are arrested during the placement process, you will have to secure your own placement.
- Students who are not U.S. citizens may encounter difficulties in securing certain placements.
- Some placements do not accept students who work as bartenders or who serve alcoholic beverages.
- The Applied Learning Specialist cannot guarantee placement at any site, or at a specific location.
- Final decisions are made by the site based on background clearance, strength of your resume and interview.
- Students who do not pass a background check will become responsible for finding their own placement
- The Applied Learning Specialist cannot guarantee placements after business hours, or on weekends. If you work full time, please discuss release time with your employer before meeting with the Applied Learning Specialist.
IMPORTANT SUBMISSION INFORMATION

Only hard copies of the application will be accepted. DO NOT fax or email your application.

You must submit the following:

- one (1) completed application
- one (1) copy of your resume (DO NOT staple your resume)
- one (1) copy of your current Degree Audit printed from Degree Works in NEST

You MUST hand-deliver your application packet to:

Ms. Brenda Sheehan  
Department Administrator  
Justice Studies Department  
Dickson Hall, Room 331  
(Ms. Sheehan’s mailbox is located Dickson Hall Room 348)

ONLY approved application packets will be forwarded to the Applied Learning Specialist, Prof. Francine Raguso. Students who are not approved will be notified by Ms. Sheehan.

You must contact Professor Raguso via email 5-7 business days after submitting your application to schedule a placement meeting. Students who do not schedule an appointment within two (2) weeks of filing their application will risk being deferred until the following semester.

Professor Francine C. Raguso  
Applied Learning Specialist  
Justice Studies Department  
Dickson Hall, Room 351  
ragusofr@montclair.edu  
973-655-7702

BE SURE TO READ ALL INSTRUCTIONS CAREFULLY PRIOR TO CHECKING EACH BOX AND SIGNING WHERE REQUIRED.

☐ I noted the deadline date for submission of the application.

☐ I completed each section carefully and list all information as requested.

☐ I submitted a relevant resume with this application.

☐ I completed the attached forms (Contact Sheet & GPA Affidavit)

☐ I submitted a copy of my current Degree Audit from Degree Works in NEST

☐ I certify that all information recorded on this application is correct and complete.

Student’s Name: (Print)  
____________________________________________________________________________

Student’s Signature:  
____________________________________________________________________________  Date:  

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SECTION ONE: STUDENT INFORMATION

Name: __________________________________________ CWID: ______________________________________

Mailing Address: (must include street number, street address, town/city, state and zip code)
________________________________________________________________________________________________
________________________________________________________________________________________________

Cell Phone Number: ____________________________ Alternate Phone Number: __________________________

MSU Email Address: ____________________________________________________________________________

Alternate Email Address: _______________________________________________________________________

Check your concentration: (check more than one concentration if applicable)
☐ Justice Systems
☐ International Justice
☐ Paralegal Studies

Minor(s): ______________________________________________________________________________________

All Grade Point Averages (GPA) can be found on your degree audit in Degree Works
Overall Grade Point Average (GPA): ______________________________

Justice Studies Major Grade Point Average (GPA): __________

Justice Studies Concentration Grade Point Average (GPA): (for students with more than one concentration, provide your GPA for all that apply)

Justice Systems: ______________________________

International Justice: __________________________

Paralegal Studies: ____________________________

Check the semester and indicate the year you want to complete your internship:
☐ Fall
☐ Spring
☐ Summer

Year: __________________

Check your expected graduation month and provide the year:
☐ January
☐ May
☐ August

Year: __________________
## SECTION TWO: ACADEMIC QUALIFICATIONS

Please enter your final grade for all completed courses. Enter “P” (pending) for courses you are currently taking. Enter “T” (transfer) for courses taken at another institution.

### Required Common Core

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<th>Course</th>
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<td>JUST310 Theoretical Issues in Justice Studies</td>
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### Students with a Paralegal Concentration or Minor

PALG312 Research and Writing for Paralegals

List six (6) concentration electives including required concentration electives.

See the first page of the application for the list of required concentration electives.

### Required Concentration Electives

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SECTION THREE: PLACEMENT OPTIONS

PLEASE CHECK THE APPROPRIATE BOX BELOW

☐ I am seeking assistance to be placed by the Applied Learning Specialist.

Please select three placement options from the list below. Placements must be related to your concentration. Number your choices; 1 being your first choice, 2 your second choice and 3 your third choice. Do not list more than three options. At your placement meeting, you will have an opportunity to discuss your career goals with the Applied Learning Specialist who may be able to offer additional suggestions.

AREAS OF INTEREST

- Municipal Police Department
- Sheriff’s Office
- NJ State Police (minimum 2.5 GPA requirement)
- Federal Agency
  - Apply early – background clearance can take 6-9 months
  - minimum 3.0 GPA requirement
  - extensive resume that includes positions of leadership
- Department of Corrections
- NJ State Parole (minimum 2.75 grade point average requirement)
- Probation Services
- Superior Court
  - Family Division
  - Criminal Division
  - Civil Division
- Federal Reentry Court
- Prosecutor’s Office
- NJ Office of the Public Defender/Legal Aid Society - NYC
- Child Welfare Agency
- Domestic Violence Agency
- Human Rights Agency
  - Immigration
  - Prisoner Rights
  - Constitutional Rights
- Reentry Program
- Private Law Office (ONLY for students who have taken PALG312)
  - Area(s) of practice

☐ I am requesting permission to use my current place of employment.

☐ I am seeking approval for self-placement.

Students are permitted to seek their own placement or use related employment.

Please provide the following information:

- Name of the Agency or Firm:
- Explain how this experience relates to your concentration:
- Name and phone number of your contact person at the agency:
- If approved by the Applied Learning Specialist, when will the placement offer be finalized?

Please note: All students who are self-placing are required to submit a signed Internship Job Agreement Form prior to receiving a permit for JUST497.