THIS IS A PREVIEW OF THE JUST 497: SENIOR SEMINAR AND INTERNSHIP EXPERIENCE APPLICATION.

To successfully apply, you must complete and submit the online application by the appropriate deadline.

DO NOT COMPLETE AND SUBMIT THIS PAPER APPLICATION.

Visit https://www.montclair.edu/justice-studies/student-resources/internship-process-info/ for more information.

The online application is a Google Form and must be completed in one sitting. You will not be able to save and return to finish your application once started. This preview of the application can used to prepare for and ensure you have all the necessary information to complete the online application.

If you have questions about the application process, contact the Applied Learning Specialist, Amanda Choo (chooa@montclair.edu or 973-655-7702)
Section 1 of 6: JUST 497 Application (Deadline: __________)
This application is for JUST 497: Senior Seminar and Internship Experience for students interested in registering in (semester 20XX). Please review the program website (https://www.montclair.edu/justice-studies/student-resources/internship-process-info/) to ensure you meet the minimum requirements and have all the necessary information to complete this application. This application cannot be saved and must be completed in one sitting. You will need to reference your current Degree Audit from Degree Works in NEST. For questions, contact Amanda Choo, Applied Learning Specialist (chooa@montclair.edu or 973-655-7702).

Section 2 of 6: Student and Academic Information
You will need your Degree Audit from Degree Works in NEST to fill out some parts of this section.

1. Student Name
2. CWID
3. Mailing Address (must include street number, street name, town/city, state, and zip code)
4. Cell Phone Number
5. Alternative Phone Number
6. MSU Email Address
7. Alternative Email Address
8. Check your concentration (check more than one concentration if applicable)
   - Justice Systems
   - International Justice
   - Paralegal Studies
9. Minor(s)
10. Overall Grade Point Average (GPA)
11. Justice Studies Major GPA
12. Justice Studies Concentration GPA, if applicable
13. International Justice Concentration GPA, if applicable
14. Paralegal Studies Concentration GPA, if applicable
15. Which month and year do you expect to graduate?
   - August 20XX
   - January 20XX
   - May 20XX
   - Other: ____________
Section 3 of 6: Academic Qualifications

Please enter your final grade for all completed core courses. Enter “P” for pending courses you are currently taking. Refer to your Degree Audit from Degree Works in NEST to complete this section. All core courses require a C- or better prior to the placement semester.

1. Enter your final grade for JUST 204 Justice, Courts & Legal Systems
2. Enter your final grade for JUST 205 Perspective on Justice Studies
3. Enter your final grade for JUST 300 Research Methods in Justice Studies
4. Enter your final grade for JUST 310 Theoretical Issues in Justice Studies
5. For student with a Paralegal Studies Concentration or Minor: Enter your final grade for PALG 312 Research and Writing for Paralegals
6. In addition to the core courses listed above, have you completed at least six courses within your concentration (can be both required and elective courses)?
   - Yes
   - No
   - Other: ____________

Section 4 of 6: Placement Options

1. Are you seeking approval for self-placement or requesting to use your current place of employment?
   - Yes
   - No

2. If yes, please provide the following information: Name of the Agency/Firm, Supervisor Name, Supervisor Title, and Supervisor Contact Information (email and phone), and a brief statement of how the position relates to your concentration.

3. Are you seeking assistance from the Applied Learning Specialist for internship placement?
   - Yes
   - No

4. If yes, SELECT THREE (3) placement options below. These are only initial preferences and at your placement meeting, you will have the opportunity to discuss options.
   - Municipal Police Department
   - Sheriff’s Office
   - NJ State Police (minimum 2.5 GPA)
   - Department of Corrections
   - NJ State Parole (minimum 2.5 GPA)
   - Probation Services
   - Superior Court
   - Prosecutor’s Office
   - NJ Office of the Public Defender
   - Legal Aid Society – NYC
5. If you are seeking assistance to be placed by the Applied Learning Specialist, list a few counties and/or city preferences for where you can work.

Section 5 of 6: Optional Comments
Use this space to type any additional notes or questions regarding your application or the course.

Section 6 of 6: Important Information
PLEASE NOTE:

- You are encouraged to file your application early. There are no exceptions to the deadline dates.
- All academic requirements for JUST 497 must be completed before your internship semester.
- Students who meet eligibility requirements may take JUST 497 one semester prior to their last semester.
- Placements requiring background checks can take as long as eight weeks for clearance. National/Federal clearance can take six to nine months and internships are highly competitive.
- You may be responsible for finding your own placement if you are arrested during the placement process, have a juvenile/adult arrest or conviction, or do not pass a background check. Please advise the Applied Learning Specialist of any charges or arrests you have incurred at your placement meeting.
- 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.
- If you work full time, in an unrelated field, please discuss release time with your employer before meeting with the Applied Learning Specialist.
- At all times students are encouraged to remain vigilant about finding a placement, as JUST 497 is a degree requirement, and it is ultimately your responsibility to complete all requirements (at all stages) for this course.

1. I understand and agree to the statements above.
   o Yes

2. By typing my name below, I certify that the information submitted in this application is true and accurate.