

SPRING 2025 JUST 497 Application

(Deadline: September 1)

This application is for JUST 497: Senior Seminar and Internship Experience for students interested in registering in spring 2025. 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, Internship Coordinator (chooa@montclair.edu)

* Indicates required question

1. Email *

Student and Academic Information

You will need to view your Degree Audit from Degree Works in NEST to fill out some parts of this section.

2. First Name *

3. Last Name *

4. CWID *

5. Mailing Address (Number and Street Name) *

6. City *

7. State *

8. Zip Code *

9. Cell Phone Number *

10. Alternative Phone Number

11. MSU Email Address *

12. Alternative Email Address *

13. Check your concentration (check more than one concentration if applicable) *

Check all that apply.

- Justice Systems
 International Justice
 Paralegal Studies

14. Minor(s)

15. Are you in the Human Trafficking Certificate Program and need a credit adjustment for JUST 498? *

Mark only one oval.

- Yes
 No

16. Overall Grade Point Average (GPA) *

17. Justice Studies Major GPA *

18. Justice Systems Concentration GPA, if applicable

19. International Justice Concentration GPA, if applicable

20. Paralegal Studies Concentration GPA, if applicable

21. Which month and year do you expect to graduate? *

Mark only one oval.

May 2025

August 2025

Other: _____

Academic Qualifications

Please enter your final grade for all completed core courses. Enter "IP" for courses that are currently in progress. 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.

22. Enter your final grade for JUST 204 Justice, Courts & Legal Systems *

23. Enter your final grade for JUST 205 Perspectives on Justice Studies *

24. Enter your final grade for JUST 300 Research Methods in Justice Studies *

25. Enter your final grade for JUST 310 Theoretical Issues in Justice Studies *

26. For students with a Paralegal Studies Concentration or Minor: Enter your final grade for PALG 312 Research and Writing for Paralegals
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Academic Qualifications Cont.

In addition to the core courses, you need to complete at least six (6) courses within your concentration by January 2025 (can be both required and elective courses.) You need to list the courses you have completed or have pending below in the following format: Course Number: Title, Grade. If in progress, designate "IP" for the grade.

Example for Justice Systems: JUST 250: Current Issues in Policing, B+

Example for International Justice: JUST 103: Introduction to International Justice, A

Example for Paralegal Studies: PALG 210: Law and Litigation, IP

27. List one of your concentration courses (1 of 6) and the grade received (Format: Course Number: Title, Grade) *
-

28. List one of your concentration courses (2 of 6) and the grade received (Format: Course Number: Title, Grade) *
-

29. List one of your concentration courses (3 of 6) and the grade received (Format: Course Number: Title, Grade) *
-

30. List one of your concentration courses (4 of 6) and the grade received (Format: Course Number: Title, Grade) *
-

31. List one of your concentration courses (5 of 6) and the grade received (Format: Course Number: Title, Grade) *
-

32. List one of your concentration courses (6 of 6) and the grade received (Format: Course Number: Title, Grade) *
-

Internship Information

Participation in an internship is required while enrolled in JUST 497. Unless you have an extenuating circumstance where an internship would cause an unreasonable hardship, you must complete an internship to graduate with a major in Justice Studies. Students are responsible for securing and confirming their internship with the Internship Coordinator prior to the start of the semester they plan to take JUST 497. Students are encouraged to actively search and apply for internships of interest early. The Internship Coordinator can assist students with finding and applying to internships, but specific internships are not guaranteed as the internship site makes the final decision on who to hire based on the student's credentials, resume, and interview. Internships must be related to Justice Studies, have a direct professional supervisor, be an ongoing meaningful learning experience, and be 90 hours of work and a minimum of 10 weeks (8 in the summer) during the designated semester. If you are already working, we may be able to use your existing position in lieu of a new internship if it is related to Justice Studies.

33. Do you have an extenuating circumstance that would present an unreasonable hardship for you to complete the internship? *

Mark only one oval.

- No, I will complete the internship. *Skip to question 34*
- Yes, but I would like to still try to complete the internship. *Skip to question 34*
- Yes, I would like to submit an appeal to waive the internship requirement.
Skip to question 39

Internship Information/Preferences

- 34. Are you seeking approval for self-placement or requesting to use a related current place of employment? Selecting "Yes" means you already have a position or are in the process of securing one on your own. *

Mark only one oval.

Yes
 No

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

- 36. Are you seeking assistance from the Internship Coordinator for help finding and applying to internships? *

Mark only one oval.

Yes
 No

37. If yes, SELECT UP TO THREE internship options below. These are only initial preferences and at your internship meeting, you will have the opportunity to discuss options. Note, students are ultimately responsible for applying to and securing the internship. Application deadlines must be followed when applying to internships of interest and students must have a competitive resume to apply.

Check all that apply.

- Municipal Police Department
- Sheriff's Office
- Prosecutor's Office
- NJ State Police (minimum 2.5 GPA)
- NJ State Parole Board (minimum 2.75 GPA)
- NJ Division of Criminal Justice
- NJ Homeland Security
- Reentry Program
- Non Profit Agency (Human Rights, Child Welfare, Domestic Violence, Treatment/Prevention)
- NJ Office of the Public Defender
- Superior Court
- Legal Aid Society - NYC
- Private Law Office (ONLY for students who have taken PALG312)
- Research with a Professor/Independent Research (special permission only)
- Other: _____

38. If you are seeking assistance to be placed by the Internship Coordinator, list a few counties and/or city preferences for where you can work. Note, for some positions, you must be a county resident.
- _____

Skip to question 42

Internship Appeal Process

ONLY for students who have an extenuating circumstance where the internship presents an unreasonable hardship.

39. Provide the reason(s) as to why you cannot participate in an internship. Be as detailed as possible indicating the unreasonable hardship(s) presented since this will be used to determine if your appeal is approved or denied.

40. Do you already have experience(s) that have exposed you to the benefits of an internship? If yes, explain when and provide a description of the experience.

41. Should your appeal not be approved, SELECT UP TO THREE internship options of interest below. These are only initial preferences and at your internship meeting, you will have the opportunity to discuss options. Note, students are ultimately responsible for applying to and securing the internship. Application deadlines must be followed when applying to internships of interest.

Check all that apply.

- Municipal Police Department
- Sheriff's Office
- Prosecutor's Office
- NJ State Police (minimum 2.5 GPA)
- NJ State Parole Board (minimum 2.75 GPA)
- NJ Division of Criminal Justice
- NJ Homeland Security
- Non Profit Agency (Reentry, Human Rights, Child Welfare, Domestic Violence, Treatment/Prevention)
- NJ Office of the Public Defender
- Superior Court
- Legal Aid Society - NYC
- Private Law Office (ONLY for students who have taken PALG312)
- Research with a Professor/Independent Research (special permission only)
- Other: _____

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.
 - The Internship Coordinator 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.
 - At all times students are encouraged to remain vigilant about finding an internship, as JUST 497 is a degree requirement, and it is ultimately your responsibility to complete all requirements (at all stages) for this course.
 - All students must meet with the Internship Coordinator to review the internship process and requirements. Students who meet eligibility requirements may take JUST 497 one semester prior to their last semester.
 - Internships 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 internship if you are arrested during the process, have a juvenile/adult arrest or conviction, or do not pass a background check. Please advise the Internship Coordinator of any charges or arrests you have incurred in the required meeting.
 - Students who are not U.S. citizens may encounter difficulties in securing certain internships.
- You will need to bring/send a copy of your resume to your meeting.

42. I understand and agree to the statements above. *

Mark only one oval.

Yes

- 43. I understand that I must check my MSU email regularly for updates regarding my application, schedule/meet with the Internship Coordinator, and follow all required next steps in order to receive a permit to register. Failure to meet in a timely manner may impact my ability to secure an internship with assistance. *

Mark only one oval.

Yes

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

- 45. Optional Comments: Use this space to type any additional notes or questions regarding your application or the course.

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