

**Montclair State University  
Justice Studies Department  
Student Application  
(JUST 497) Internship Placement & Senior Seminar**

**NOTE:**

- Many placements may require security clearance that will involve background checks. A prior arrest or conviction may exclude students from certain placements. Please advise the Applied Learning Specialist, Professor Raguso, so that she can work with you to secure an appropriate placement.
- Placements requiring background checks can take as long as 8 weeks for clearance. National clearance can take 6-9 months
- Some placements such as the Office of the Prosecutor cannot accept students who serve alcohol beverages in paid positions.
- Deadlines for Placements are as follows:
  - March 1<sup>st</sup> for the Fall semester
  - **February 15<sup>th</sup>** for the Summer semester (reserved for **AUGUST** graduates)
  - October 1<sup>st</sup> for the Spring semester
- **NO EXCEPTIONS WILL BE MADE TO THE DEADLINE DATES. YOU ARE ENCOURAGED TO FILE EARLY.**
- **COMPLETED APPLICATIONS AND RESUMES ARE TO BE RETURNED TO PROF. MORGANTI BY THE DEADLINE DATE FOR ACADEMIC APPROVAL. THEY WILL BE FORWARDED TO PROF. RAGUSO AND HELD ON FILE UNTIL YOUR PLACEMENT MEETING.**

**GALE MORGANTI**  
College of Humanities & Social Sciences  
Justice Studies  
Dickson Hall Room 331

- **IT IS YOUR RESPONSIBILITY TO PHONE PROFESSOR RAGUSO AT EXT.7702 IMMEDIATELY AFTER SUBMITTING YOUR COMPLETED APPLICATION FOR A PLACEMENT APPOINTMENT. STUDENTS WHO WAIT UNTIL THE END OF THE SEMESTER TO MAKE AN APPOINTMENT RUN THE RISK OF HAVING LITTLE OR NO CHOICE IN A PLACEMENT SITE. STUDENTS WHO HAVE SECURED THEIR OWN PLACEMENT MUST FILE AN APPLICATION AND MEET WITH PROF. RAGUSO FOR APPROVAL.**

I have read and understand the terms stated above.

Student's Name (Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**SECTION I: INSTRUCTIONS FOR FILING A STUDENT APPLICATION TO REQUEST PLACEMENT**

Please read the following instructions carefully before completing Sections II through V of the application.

**Incomplete or inaccurate information will lead to delays in placement.**

1. You must have completed the following core courses in order to begin your Internship:
  - a. JUST 200 Perspectives on Justice Studies I;
  - b. JUST 201 Perspectives on Justice Studies II;
  - c. JUST 300 Research in Justice Studies: Social Science Perspectives; and
  - d. JUST 310 Theoretical Issues in Justice Studies
  - e. PALG 312 Research and Writing for Paralegals **(students in PALG programs only)**

**A minimum grade of C- is required in ALL core courses before placement will be considered.**
2. To calculate your Grade Point Average (GPA), go to New Student experience on the MSU website, First Year Advising, GPA calculator.
3. Summer placements are reserved for students graduating in August. Any special request for summer placement must be approved by the Applied Learning Specialist.
4. Please attach 3 typewritten resumes to this application. **DO NOT STAPLE THEM TOGETHER or IN ADDITION TO THE APPLICATION.** Resumes with grammatical errors and resumes that are not a good representation of a student competing for placement will be returned to the student for correction and will delay placement.

**SECTION II: STUDENT INFORMATION**

Name: \_\_\_\_\_

Mailing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip code: \_\_\_\_\_

Phone Number: Home (    ) \_\_\_\_\_ Work (    ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Justice Studies Concentration: \_\_\_\_\_

Minor: \_\_\_\_\_

Grade Point Average (GPA): Overall \_\_\_\_\_ Justice Studies \_\_\_\_\_

**SECTION III: PLACEMENT INFORMATION**

**Anticipated Placement**

**JUST 497:** Internship Placement (90 hours for the semester)

\_\_\_\_\_ Fall    \_\_\_\_\_ Spring    Year \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

Although we cannot guarantee finding the “perfect placement” for you, please describe an internship placement that would meet your academic and experiential needs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your geographic preference for placement? \_\_\_\_\_

How far are you willing to travel? \_\_\_\_\_

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**Areas of Interest:** Please select at least **three** placements. Placements **MUST** be related to your area of concentration. Number your choices, with **1** being your first choice, **2** your second choice and so forth.

**Justice Systems Concentration**

- Department of Probation
- Local Police Department
- Sheriff's Department
- New Jersey State Police
- Department of Corrections
- Juvenile Probation
- Juvenile Detention Center
- Juvenile Detention
- Child Welfare Agency
- Child Advocacy Agency
- Youth Shelter
- Superior Court
  - Family Division
  - Civil Division
  - Criminal Division
- Federal Court
- New Jersey Office of the Public Defender
- Banking / Finance
- Government Agency
- Private Law Office
- Prosecutor's Office
- Other:** \_\_\_\_\_

**Do you have your own placement?**

**Name of Agency/Firm** \_\_\_\_\_

**Description of Responsibilities** \_\_\_\_\_

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**SECTION IV: ACADEMIC REQUIREMENTS**

Please enter your final grade for all completed courses. Enter “**pending**” for courses you are currently taking. Enter “**T**” for transfer courses. **Incomplete applications will not be processed.**

<b>Required Common Core</b>	<b>Grade</b>
<b>JUST 200</b> Perspectives I	_____
<b>JUST 201</b> Perspectives II	_____
<b>JUST 300</b> Research in Justice Studies: Social Science Perspectives	_____
<b>JUST 310</b> Theoretical Issues in Justice Studies	_____
 <b>(students in PALG Concentration <b>ONLY</b>)</b>	
<b>PALG 312</b> Research and Writing for Paralegals	_____

**Concentration Electives:** (You must list at least 5 non-core courses in your concentration.).

<b>Course</b>	<b>Grade</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**SECTION V: ADDITIONAL RELEVANT INFORMATION**

Comments:

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I certify that all information contained in this form is correct and complete.

Student's Name (Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION AND FOLLOW UP CHECKLIST**

**Students,**

**Please keep this checklist as your guide. It will insure a more efficient process.**

**APPLICATION**

\_\_\_\_\_ Did I read the instructions carefully?

\_\_\_\_\_ Did I sign the cover sheet and the last page of the application?

\_\_\_\_\_ Did I note the deadline date for submission of the application?

\_\_\_\_\_ Did I complete each session and list all courses as requested?

\_\_\_\_\_ Did I submit a carefully written and thought out resume that markets my talents and abilities?

\_\_\_\_\_ Did I remember **not to staple the pages** of my resume together and **not to staple** them to the application?

**Placement Meeting**

Students will not be eligible to schedule an appointment for placement if they have not submitted a résumé with their application and do not know the number of credits that they will be requesting for placement.

\_\_\_\_\_ Did I note the phone number of Prof. Raguso so **I can contact her immediately** for an appointment.

\_\_\_\_\_ Have I met with my Advisor to determine the number of credits I will be requesting for JUST 497.

I must register for a minimum of 3 credits but I may register for up to 8 credits. **Each semester hour requires 30 hours of fieldwork.**