



DEPARTMENT OF JUSTICE, LAW AND CRIMINOLOGY

INTERNSHIP REGISTRATION INSTRUCTIONS

Course Number

JLC 691 Internship in a Justice Setting (1-6 credits)

Requirements

While students are responsible for finding their own internships, The School of Public Affairs has a dedicated Career Center Advisor who would be happy to assist with finding an internship. For internship resources, visit the Career Center at: <http://www.american.edu/careercenter/>. You may also visit the Graduate Advising Page on the School of Public Affairs website for more resources. All registered internships *must*:

- Take place between the first and last day of the semester in which the internship is registered. A 3 credit internship for academic credit requires at least 210 hours of service. Students seeking to register an internship for academic credit for fewer than 3 credits should consult their academic advisor.
- Be at least 85% substantive in nature (e.g., research, report writing, etc.)
- Be relevant to a student's program of study.
- For-credit internships: Students choosing to register an internship for academic credit are required to register for the JLC internship course, which is registered for a letter grade (see Schedule of Classes for course information).

Registration

- Complete **ALL REQUIRED SPACES** on the Internship Registration forms.
- **Steps in the Registration process:** 1) Have your internship site supervisor confirm your duties on the Internship Information Form; 2) Indicate the internship course number/instructor you wish to register and the number of credits; 3) Sign the forms and obtain signature of your faculty supervisor; 4) Submit the forms to the Graduate Advisor. Your academic advisor will sign, obtain the Department Chair's signature, and submit the forms to the Registrar's office for processing on your behalf.
- **Deadlines:** Registration deadlines are listed on the University Academic Calendar: <http://www.american.edu/provost/registrar/schedule/academic-calendar.cfm>. **To ensure that registration is completed by the deadline, applications are to be submitted to the Graduate Advisor 2 days prior to the registration deadline.** Tuition charged for for-credit internships is the same as the regular tuition rate.

International Students (F-1 or J-1 Visas)

- An International Student and Scholar Services staff member must sign your Internship Consent and Release Form.
- You may choose to meet with your ISSS advisor or visit <http://www.american.edu/ocl/iss/> and click on the "Employment" link for more information.

****NOTE: ALL application materials MUST be typewritten.**



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INTERNSHIP INFORMATION FORM

IF YOU ARE DROPPING A COURSE IN CONJUNCTION WITH YOUR INTERNSHIP REGISTRATION

(FOR-CREDIT INTERNSHIPS ONLY), Please check this box, attach a completed Request for Registration Action form (available at: http://www.american.edu/provost/registrar/pdf/upload/Request-for-Registration-Action_Nov2013-2.pdf) and enter the course number, section number and title of the course from which you would like to be dropped below. *Please note this action cannot be taken after the last day of the Add/Drop registration period.*

(course number and section)	(Course title)	(number of credits)

DESCRIPTION/PERCENTAGE OF DUTIES: Internships must be at least 85% substantive to be registered for academic credit or no credit. Describe your duties in the space provided below and indicate the percentage of time you expect to devote to each activity (e.g. “80% conducting research for human rights campaign”). Descriptions without percentages will *not* be accepted. Alternatively, you may attach a letter or e-mail from your internship site supervisor outlining your duties and the percentage breakdown. For students undertaking internships in conjunction with current employment, the internship duties *must* be both beyond the normal scope and standard duties of your job and relevant to your academic program.

_____	%
_____	%
_____	%
_____	%
_____	%

To the Internship Site Supervisor: *Your signature certifies that you have reviewed the job description above and that you agree to provide a written evaluation of the student’s performance upon request.*

Signature: _____ Name: _____ Date: _____

RELEVANCE TO PROGRAM: In the space provided below, outline the relevance of your duties to your academic program. How does this internship relate to your concentration/related field? What skills will you be using and how do they develop your understanding of the field? What do you expect to gain from this internship?

American University

INTERNSHIP REGISTRATION FORM
(Submit along with the Internship Consent and Release Form)

Student Last Name _____ First Name _____ AU ID# _____

Phone _____ E-mail _____@_____

Term: Fall Spring Summer 20____ International Student: F-1 or J-1 visa Yes No

International students only: The following information must be completed by your ISSS advisor.

This student is eligible not eligible for internship authorization in _____ semester.

International Student & Scholar Services (Sign) _____ Print _____ Date _____

Registration Information

Course Information Course# _____ - _____ - _____ Credits _____ A-F Pass/Fail

Faculty Supervisor Last Name _____ First Name _____

Learning Outcomes (developed in consultation with faculty supervisor):

Internship Site Information

Internship Organization Name: _____

Organization is classified as a: For-profit Nonprofit/NGO Government International Org./Multilateral

Internship Site Address: _____ City: _____

State: _____ Postal Code: _____ Country: _____

Organization website: _____ Internship Position Title: _____

Internship Position Description (obtained from internship site supervisor):

American University

INTERNSHIP REGISTRATION FORM

Internship site supervisor name: Mr. Ms. Dr. _____

Title: _____ Phone: _____

E-mail: _____

Is participation in this internship contingent upon American University granting academic credit? Yes No

Percentage of clerical or administrative work (e.g. making copies, errands, reception desk coverage): _____%

Is this a home-based business? Yes No Number of employees at organization _____

Wage/Salary: Unpaid Paid Hourly \$_____/hour Stipend Total \$_____

Other Compensation (e.g. meals, metro fare) _____

Hours per week: _____ Internship start date: _____ Internship end date: _____

Work Schedule (hours per day): Mon. ____ Tues. ____ Wed. ____ Thurs. ____ Fri. ____ Sat. ____ Sun. ____

Will any part of this internship occur outside the US? Yes No City/Country _____

Required Signatures

Student (sign) _____ (print) _____ Date _____

Academic Advisor (sign) _____ (print) _____ Date _____

Faculty Supervisor (sign) _____ (print) _____ Date _____

Site Supervisor (sign) _____ (print) _____ Date _____

American University

INTERNSHIP CONSENT AND RELEASE FORM
(Submit with the completed Internship Registration Form)

Student Name _____ (PLEASE PRINT) AU ID# _____

Course # ____ - ____ - ____ Term: Fall Spring Summer 20_____

Organization _____ International student F-1 or J-1 visa Yes* No

The following Agreement is designed to protect all participants in American University's internship programs, including students, faculty members, American University and the agencies and individuals cooperating with the University. You, as the student, must sign this form, with parental or guardian approval if you are under the age of eighteen (18), to indicate agreement and permission to participate.

I understand that participation in this internship is entirely voluntary and that any such internship program involves some element of risk. I agree that in consideration of American University sponsoring this activity and permitting me to participate, I will indemnify, defend and hold harmless American University, its officers, agents, employees, successors and assigns from liability for any and all claims, demands, rights or causes of action, present or future, resulting from or arising out of any travel or activity conducted by or under the auspices of this internship program.

I understand that the University requires that all students be covered by appropriate accident and medical insurance and that the student be financially responsible for such expenses. My signature below verifies that I am covered by the required insurance.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.

Required Signatures:

Student _____ Date _____

If under age of 18
Parent or Guardian _____ Date _____

Name of Parent or Guardian _____ (PLEASE PRINT)

* Note: International students in F-1 or J-1 visa status must obtain authorization from International Student & Scholar Services (ISSS) before registration for this internship will be accepted.