

Course number & Name: LSJ 495 – Law and Social Justice Internship

Credit hours: 4 Quarter Hours

Method of Delivery: Arranged with an eLearning Component: Along with the required 160 hours (minimum) work experience at the Internship Site, individual conferences are arranged throughout the internship term, and weekly communications (assignments posted, discussions, etc.) in THE OPEN LMS between the Intern and the Internship Coordinator are required. Attendance will be based on these conferences and weekly communications.

Course Description: The Law and Social Justice Program internship course is designed to solely benefit the Law and Social Justice students (hereinafter student intern) by providing the student intern with the opportunity to apply their formal education (through internship and seminar) to real life situations in the law and social justice arena. This course involves the supervised practical application of the specific skills, theories, and concepts acquired through the Law and Social Justice Program that are necessary for a successful career in the law and social justice arena. The student intern will train under the direct supervision of the internship coordinator and a professional in the law and social justice field. In addition to attending the required seminar meetings during the 12-week term, the student intern must complete a minimum of 160 hours in practical on-the-job experiences. The 160-hour schedule needs to be arranged between the internship site and the student intern. All internship sites/schedules must be approved by the Legal Studies Program Director prior to the commencement of the internship experience.

Students receive academic credit upon successful completion of the 160-hour practicum and meeting the LSJ495 course requirements. There is no remuneration for time spent at the internship site nor are students entitled to a job with the internship site at the conclusion of the internship experience.

Prerequisite: Ten upper-level (300-level) Law and Social Justice Program major courses and consent of Program Director.

Textbook: There is no textbook for this course.

Materials needed for this course: The minimum system requirements to complete an eLearning course at Midstate College.

Topics: The following topics will be covered in this course:

1. Demonstrate appropriate Goal Setting/Time Management Skills
2. Demonstrate appropriate Communication Skills
3. Organizational Responsibilities
4. Ethical Guidelines
5. Professional Conduct
6. Office Procedures

Learning Objectives: Upon successful completion of this course/internship, the student will be able to:

1. Identify the variety of skills needed for a successful career in the law and social justice field.
2. Apply professional standards of dress, conduct, and business etiquette to the internship experience.
3. Apply formal knowledge of office systems/procedures to the internship experience.
4. Identify and adhere to rules of professional conduct/ethics as they apply to the internship experience.
5. Enhance interpersonal skills and management capabilities through daily work experiences at the internship site.
6. Assess the level of achievement in accomplishing the individual goals developed on the Internship Proposal Form prior to the commencement of the internship experience.
7. Define the organizational structure of the cooperating internship site.
8. Identify the role and responsibilities of the various individuals employed at the cooperating internship site.

Midstate Grading Scale:

A = 100% to 90%

B = 89% to 80%

C = 79% to 70%

D = 69% to 60%

F = 59% to 0%

All students must have a 70% or better to pass this course.

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100;
studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Assessment Portfolio Reminder: Students (depending on your program major) may be required to prepare an assessment portfolio for graduation. Keep a copy of this syllabus in the portfolio. Use the "Evidence for Success" list from your program portfolio (or consult your Program Director) and instructions from the instructor to determine the assignment(s) that should be placed in the assessment portfolio.

Instructor Information:

Name: Mark Wiltse
Director, Legal Studies Department
Office: 219
Phone: (309) 692-4092, Extension 2190
Fax: (309)-692-3893
E-mail: mwiltse@midstate.edu

Participation Requirements: You are expected to participate weekly (via The Open LMS) posting assignments (log sheets, etc.) and responding to discussion questions from the instructor. Discussions, when posted, will focus on your internship experience (supervised practical application of the specific skills, theories, and concepts that are necessary for a successful career in the law and social justice field) as it relates to the opportunity to apply your formal education to real life situations in the legal arena.

Course Policies and Procedures:

1. **COMPENSATION:** There is no remuneration for time spent at the internship site nor are students entitled to a job with the internship site at the conclusion of the internship experience.
2. Prior to the commencement of an internship, the student/intern must thoroughly complete the Internship Proposal Form (with a strong emphasis placed on the section/question requiring the student/intern to develop a set of achievable goals to be accomplished during the internship experience) and obtain approval for the internship from the Legal Studies Department Director (Internship Coordinator).
3. Students must work a minimum of 160 hours at an internship site. It is the responsibility of the student to obtain an internship site and a work schedule with the internship site supervisor. The Legal Studies Department Director (Internship Coordinator) and the Midstate College Career Services Department are both good resources for helping a student find an internship site.
4. Students must maintain a daily log of the internship experience. A copy of these log sheets (along with the hours verification form) will be submitted weekly to the Internship Coordinator.

5. Students must maintain an accurate Weekly Time Sheet (Hours Verification Form) and submit it weekly. A copy of the time sheet (hours verification form) will be provided by the Internship Coordinator.
6. Students must prepare a detailed term paper outlining the internship experience (more information regarding this paper is provided in the “Student Responsibilities” form.
7. Students must prepare an Internship Binder/Portfolio detailing their internship experience (more information regarding this binder/portfolio is provided in the “Student Responsibilities” form.
8. Students must comply with all the requirements listed on the “Student Responsibilities –Internship” form.
9. Students must meet with the Legal Studies Department Director (Internship Coordinator) throughout the internship experience and weekly communication (via THE OPEN LMS) is required.
10. At the conclusion of the internship experience, all student interns are required to submit an electronic portfolio following the outline provided by the Internship Coordinator.
11. This is a tentative syllabus and outline and is subject to change at the discretion of the instructor / Internship Coordinator.

Methods of evaluating student performance: See Instructor’s Grading Scale Below.

Examination Information: There are no examinations in this course.

Instructor’s Grading Scale: Your final grade will be based on the total points accumulated on your class participation, daily log sheets, term paper, final evaluation, and internship binder. There is a total of 600 points issued for the class. The point distribution is based on the following (totaling 600 points):

1. 100 Points: Class Participation (Internship Contract: due in week 1, Student Responsibilities: due in week 1, Internship Paper Rough Draft: due in week 9)
2. 100 Points: Daily Log Sheets (with weekly Hours Verification Form). More information provided in the Student Responsibilities Form.
3. 100 Points: Weekly Time Sheet (Hours Verification Form). More information provided in the Student Responsibilities Form.

4. 100 Points: Term Paper: Final paper due in week 11 (note: the above rough draft is due in week 9). More information provided in the Student Responsibilities Form.
5. 100 Points: Final Evaluation
6. 100 Points: Internship Binder/Portfolio: Due day 3 of week 12.

Course Schedule: The following is the LSJ 495 Arranged with an eLearning Component Academic Calendar for the **Summer Term 2019**:

- Week 1: May 20 through May 27 (College Closed Monday, May 27 for Memorial Day)
- Week 2: May 28 through June 02
- Week 3: June 03 through June 09
- Week 4: June 10 through June 16
- Week 5: June 17 through June 23
- Week 6: June 24 through June 30
- Week 7: July 01 through July 07 (College Closed Thursday, July 04 through July 07 for Independence Day)
- Week 8: July 08 through July 14
- Week 9: July 15 through July 21
- Week 10: July 22 through July 28
- Week 11: July 29 through August 04
- Week 12: August 05 through August 11

***NOTE:** Internship Hours (minimum of 160) must be completed by Day 3 of Week 12 (day 3 of week 12 is **August 07**). The Internship Portfolio is also due on day 3 of week 12.

LSJ495: Internship Weekly Outline

Week 1:

Please submit the following assignments in week 1:

1. Please submit your LSJ Internship Contract (make sure it is signed) in the Internship Contract Assignments Drop Box. Please complete by day 3 of week 1.
2. Please submit your Student/Intern Responsibilities (make sure it is signed) in the Student/Intern Responsibilities Assignments Drop Box. Please complete by day 3 of week 1.
3. Please submit your Week 1 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete by day 7 of week 1.
4. Please submit your Week 1 Time Sheet in the Time Sheet Assignments Drop Box. Please complete by day 7 of week 1.
5. Week 1 Discussion: Please post any questions/concerns you have for me in the Week 1 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 2:

1. Please submit your Week 2 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete by day 7 of week 2.
2. Please submit your Week 2 Time Sheet in the Time Sheet Assignments Drop Box. Please complete by day 7 of week 2.

3. Week 2 Discussion: Please post any questions/concerns you have for me in the Week 2 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 3:

1. Please submit your Week 3 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete by day 7 of week 3.
2. Please submit your Week 3 Time Sheet in the Time Sheet Assignments Drop Box. Please complete by day 7 of week 3.
3. Week 3 Discussion: Please post any questions/concerns you have for me in the Week 3 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 4:

1. Please submit your Week 4 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete by day 7 of week 4.
2. Please submit your Week 4 Time Sheet in the Time Sheet Assignments Drop Box. Please complete by day 7 of week 4.
3. Week 4 Discussion: Please post any questions/concerns you have for me in the Week 4 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 5:

1. Please submit your Week 5 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete by day 7 of week 5.

2. Please submit your Week 5 Time Sheet in the Time Sheet Assignments Drop Box. Please complete by day 7 of week 5.
3. Week 5 Discussion: Please post any questions/concerns you have for me in the Week 5 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 6:

1. Please submit your Week 6 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete by day 7 of week 6.
2. Please submit your Week 6 Time Sheet in the Time Sheet Assignments Drop Box. Please complete by day 7 of week 6.
3. Week 6 Discussion: Please post any questions/concerns you have for me in the Week 6 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 7:

1. Please submit your Week 7 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete by day 7 of week 7.
2. Please submit your Week 7 Time Sheet in the Time Sheet Assignments Drop Box. Please complete by day 7 of week 7.
3. Week 7 Discussion: Please post any questions/concerns you have for me in the Week 7 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 8:

1. Please submit your Week 8 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete by day 7 of week 8.
2. Please submit your Week 8 Time Sheet in the Time Sheet Assignments Drop Box. Please complete by day 7 of week 8.
3. Week 8 Discussion: Please post any questions/concerns you have for me in the Week 8 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 9:

1. Please submit your Internship Term Paper "Outline and Rough Draft" in the Week 9 Internship "ROUGH DRAFT" Outline and Term Paper Assignments Drop Box. Please complete by day 7 of week 9.
2. Please submit your Week 9 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete by day 7 of week 9.
3. Please submit your Week 9 Time Sheet in the Time Sheet Assignments Drop Box. Please complete by day 7 of week 9.
4. Week 9 Discussion: Please post any questions/concerns you have for me in the Week 9 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 10:

1. Please submit your Week 10 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete by day 7 of week 10.

2. Please submit your Week 10 Time Sheet in the Time Sheet Assignments Drop Box. Please complete by day 7 of week 10.
3. Week 10 Discussion: Please post any questions/concerns you have for me in the Week 10 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 11:

1. Please submit your Internship Term Paper in the Week 11 Internship Term Paper Assignments Drop Box. Please complete by day 7 of week 11.
2. Please submit your Week 11 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete by day 7 of week 11.
3. Please submit your Week 11 Time Sheet in the Time Sheet Assignments Drop Box. Please complete by day 7 of week 11.
4. Week 11 Discussion: Please post any questions/concerns you have for me in the Week 11 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 12:

1. Please submit your Internship Portfolio in the Week 12 Internship Binder Assignments Drop Box. Please complete by day 3 of week 12.
2. Please submit your Week 12 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete by day 3 of week 12.
3. Please submit your Week 12 Time Sheet in the Time Sheet Assignments Drop Box. Please complete by day 7 of week 12.

Midstate College

411 W. Northmoor Rd. | Peoria, IL 61614 | (309) 692-4092 (800) 251-4299
Summer Term 2019

4. Week 12 Discussion: Please post any questions/concerns you have for me in the Week 12 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.