



**Department of Sociology,  
Social Work , and Family  
Sciences**

**SOC472 Internship in Criminal  
Justice**

**Spring 2023 (2-4 units)**

<b>Meeting days: Zoom meetings</b>	<b>Instructor title and name: Colleen Jensen Cook, LCSW</b>
<b>Meeting times: as needed</b>	<b>Phone:</b>
<b>Meeting location: Zoom</b>	<b>Email: ccook1@pointloma.edu</b>
<b>Final Exam: (day/time)</b>	<b>Office location and hours:</b>

### **PLNU Mission**

#### **To Teach ~ To Shape ~ To Send**

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

#### **Department Mission**

As followers of Christ, our mission is to nurture servant scholars who critically and empirically evaluate social systems, cultural patterns, and basic human needs to constructively engage as agents of hope with individuals, families, and communities.

### **COURSE DESCRIPTION**

The Criminal Justice Internship/ Practicum provides you the opportunity to increase your professional competence through a direct, supervised practice experience in an agency setting. The practicum seeks to enhance your identification with the criminal justice professional values, ethics, and practices. The practicum gives you the opportunity to apply and integrate skills and theory in context with professional supervision. You are encouraged to use the supervision and critical self-reflection to maximize the skills needed for a career in criminal justice.

The field experience serves as a bridge between your student status and professional status. It is a time of integration, of learning about the commonality of practice in spite of the diversity of settings and of problems or issues the entry-level worker faces. Weekly log / updates with faculty provide opportunities to share observations and challenges, and to foster continued professional development, and to reflect on the specialized role Christians can play in criminal justice settings.

***Please note: An application and Consent of Instructor are required for Practicum or Internship in criminal justice.***

## **PROGRAM LEARNING OUTCOMES**

Upon completion of the Criminal Justice Program, you should be able to:

1. Demonstrate comprehension of the theoretical and legal foundations of criminal justice.
2. Demonstrate knowledge of each of the components of the criminal justice system: the historical background, structure, function, and purpose.
3. Demonstrate comprehension of the theoretical and legal foundations of criminal justice.
4. Demonstrate understanding and appreciation of the social realities, discrimination, and conflicts in the criminal justice system resulting from racial, socio-economic, and cultural inequities.
5. Demonstrate ethical and professional behavior, and apply critical thinking and problem-solving skills, in an approved internship setting.
6. Demonstrate personal capacity for entrance into the professional field of criminal justice (ethics, personal deportment, basic skills)

## **COURSE LEARNING OUTCOMES** ★

By the end of the internship, you should be able to:

1. Demonstrate a basic understanding the major fields of criminal justice
2. Articulate a range of career opportunities in criminal justice and select an area for applied study.
3. Demonstrate the ability to be responsible for his/her own learning and professional development and evaluate his/her own practice.
4. Demonstrate integration of knowledge from relevant disciplines and applicable occupational skills.
5. Demonstrate entry-level competency needed for a selected internship / career path
6. Support and promote professional values, ethics, and standards.
7. Demonstrate sensitivity to diverse populations in practice.
8. Understand how Christianity influences and shapes their approach to practice.

## REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

Look on Canvas for suggestions from the professor.

## COURSE CREDIT HOUR INFORMATION

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 2-4 unit class delivered over 16 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated total hours meeting the course learning outcomes. The time estimations are provided in the Canvas modules. Students need to complete a 200-hour internship in addition to time needed for the course work.

## ASSESSMENT AND GRADING

**Practicum is graded CR/ NC. You must receive 73% or higher to receive “CR”.**

Grades will be based on the following:

### Standard Grade Scale Based on Percentages

A	B	C D F
A 93-100	B+ 87-89	C+ 77-79 D+ 67-69 F Less than 59
A- 90-92	B 83-86	C 73-76 D 63-66
	B- 80-82	C- 70-72 D- 60-62

### Assignment Values:

Learning Plan	10%
Hours & Weekly reports	40 %
Reflection paper	25%
Final Evaluation (yours and your supervisor's)	25%
Total	100%

## Course Assignments

Five types of course products are associated with the internship/practicum.

1. *Practicum Plan and Learning agreement*: An individualized Practicum Plan and Learning Agreement will guide the internship experience. The plan must identify the major field of

criminal justice and the occupational setting where the internship will be completed. The plan provides contact information for the practicum setting and an overview of the internship plan. A learning agreement will serve as the contract between you and the field supervisor. It will help form, shape, and outline your personal learning objectives within the context of the agency. The learning agreement is created using a standardized form which is to be completed during the first week of the practicum. This will serve as a guide for the term of the practicum, i.e. you don't have to do one at the beginning of a second semester if you are in a continuing placement. You draft a plan by identifying key activities to be accomplished during placement and exploring them with the agency that will provide opportunities to learn. Internship activities should incorporate essential skills and activities related to the occupational setting. The agreement must include at least one goal related to production of a written report used in the CJ career of choice; or application of a skill from another discipline (such as communications, politics, psychology, business, or religion. The final learning agreement is negotiated or approved by the faculty member responsible for the course.

2. *Weekly Reports*: Each week you prepare and submit a log or report (via email or in-person) to the faculty member responsible for the internship. There is a standard report form provided. The reports are to include information and reflections on your work the previous week. Please include questions, insights, and comments on how your practice experience integrates with theory and content learned in the sociology / criminal justice curriculum. You are highly encouraged to reflect on the relationship between Christianity and your field placement. How does your faith influence and integrate with the work you are performing at the agency? Your learning agreement will serve as your initial report.
3. *Reflection Paper*: A paper incorporating the application of theory, personal investment, and reflection on the internship experience. The main components of the paper: a description of the setting, a summary of learning, and a reflection on how faith impacted your work. Please see the Reflection Paper Handout for more detail.
4. *Final evaluation of the practicum*: The final evaluation of the practicum is to recount your experiences in your field placement. Weekly reports can be used as source material for the final evaluation. Your evaluation should discuss how your experience relates to your learning agreement. The evaluation must reflect on interdisciplinary skills that are useful to success in the particular criminal justice setting where you completed internship. Be sure to include references to literature from other related fields to support your thoughts, questions, ideas, and reflections in practice. Please think critically about the relationship between your field experience and Christian principles and practices. The paper should approximate 10 doubled-spaced pages, using a 10-12 point font. Page borders should be 1 inch. All references must be in the format of the American Sociological Association style guide.
5. *Evaluation of the Practicum by the Internship Supervisor*: Your internship supervisor at the agency must complete an evaluation of your performance. There is a simple form for the

evaluation which includes scoring on eight items. Although you are not responsible for filling out the form, you are responsible for ensuring that your internship supervisor completes and submits the form to the course professor at the end of your internship.

## ASSIGNMENTS AT-A-GLANCE

**Note:** Assignments are posted in Canvas.

### Responsibilities of the Student

1. Submit an application to participate in an internship.
2. Complete all PLNU and agency forms required to participate in an off- campus internship setting.
3. **Develop a Learning Plan Agreement in that is reviewed and approved by PLNU field coordinator and the practicum supervisor and update this plan with evidence of accomplishment at the end of your hours.**
4. Complete a minimum of 40 hours spent in an agency assignment for each unit of credit.
5. Demonstrate a keen sense of responsibility for preparing for and fulfilling agency and course assignments.
6. Make and keep initial appointments with the agency.
7. Provide own transportation to the field assignment. Do NOT drive clients.
8. Keep all commitments to the agency with promptness and reliability.
9. When appointments or your schedule cannot be kept because of extreme emergency, notify the agency at the very earliest time possible, in advance.
10. Have flexible expectations. Show flexibility as to time available for the field assignment, special meetings, etc.
11. Be responsible for your own learning and prepare for supervisory sessions.
12. Ask for clarification from agency personnel or the faculty field coordinator if there are problems, questions, or something you want to know.
13. Keep all records as assigned by the agency.
14. Bring any problem regarding the field practicum to the attention of the faculty field coordinator.
15. Complete all readings assigned by either the field practicum supervisor or the faculty field coordinator dealing with interest areas specific to the field practicum.
16. **Submit a weekly report or log on Canvas** to the faculty at PLNU supervising your placement. This report is to include pertinent observations, meaningful relationships, and relevant questions stemming from the week's experiences in the agency.
17. Relate the field practicum to classroom materials and discussions.
18. Prepare a final evaluation/ reflection paper of the field practicum, which will be submitted during the exam period of the term.
19. Ensure that your field supervisor completes and submits the placement agreement, site information, and Student Evaluation forms.

## **GRADING**

All practicum courses are graded credit – no credit unless an outside agency requires a letter grade. The final grade is the responsibility of, and recorded by, the faculty field coordinator. The field practicum supervisor will have the greatest opportunity to observe student performance in the agency; therefore, the supervisor's recommendation and advice will be a primary factor in determining the final grade. For internships graded as “credit-no credit”, you must earn at least the equivalent of a “C” to receive credit.

No credit will be granted until the minimum of 40 hours for each unit is completed and all documentation submitted, including the field instructors evaluation. The original copy of the student evaluation will be maintained in the Sociology Department and only the grade is recorded in the Registrar's Office.

## **STATE AUTHORIZATION**

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) to view which states allow online (distance education) outside of California.

## **INCOMPLETES AND LATE ASSIGNMENTS**

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

## **PLNU COPYRIGHT POLICY**

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

## **PLNU ACADEMIC HONESTY POLICY**

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using

the procedure in the university Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

### **PLNU ACADEMIC ACCOMMODATIONS POLICY**

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center ([EAC@pointloma.edu](mailto:EAC@pointloma.edu) or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

### **PLNU ATTENDANCE AND PARTICIPATION POLICY**

This course is delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See [Academic Policies](#) in the Undergraduate Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

#### **Asynchronous Attendance/Participation Definition**

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

### **SPIRITUAL CARE**

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the [Office of Spiritual Development](#).

### **USE OF TECHNOLOGY**

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online

proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

## **SEXUAL MISCONDUCT AND DISCRIMINATION**

PLNU faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at [pointloma.edu/Title-IX](http://pointloma.edu/Title-IX). Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at [counselingservices@pointloma.edu](mailto:counselingservices@pointloma.edu) or find a list of campus pastors at [pointloma.edu/title-ix](http://pointloma.edu/title-ix)