



*Sociology, Social Work, and Family Sciences	*SOC4071 – Sociology Internship
*2-4 credits may be repeated	
Fall 2023	

Meeting days: Customized for each student	Instructor title and name: Colleen Jensen Cook, LCSW
Meeting times: TBD	Phone:
Meeting location: TBD	Email: ccook1@pointloma.edu
Final Exam: See on-line schedule Additional info:	<u>Office location and hours:</u> Additional info:

PLNU Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University (PLNU) 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

This course is designed to provide experience in applied settings. 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. In addition to the course work, a minimum of three hours per week at internship for a full semester is required for each unit of

credit. It is anticipated that students will spend a minimum of 180 participation hours (if you are taking it for 4 units) at the internship in addition to time doing work on Canvas. For example, if the student is taking 4 units, they would intern for 12 hours a week. For 15 weeks, 12 hours a week would equal 180 hours. The time estimations are provided in the Canvas modules.

Because the placement and plan for internship are developed in consultation by instructor, student, and agency the course syllabus is customized to the student and setting. The course may be repeated for up to a total of eight units of credit. Students may receive credit for a maximum of eight units for internship whether Sociology 4071 or [SOC 4072](#). An application for placement and consent of the instructor are required. Graded Credit/No Credit.

COURSE LEARNING OUTCOMES

- (1) Integrate knowledge with hands-on practice.
- (2) Demonstrate the ability to be responsible for your own learning and personal development by creating and evaluating your own learning plan.
- (3) Demonstrate awareness of the human and social dynamics impacting your practicum experience.
- (4) Demonstrate the ability to sensitively engage with persons and communities who are different from you.
- (5) Integrate theory, with direct experience, and a spiritual perspective.
- (6) Evidence accomplishment of each objective on the Learning Plan.

COURSE CREDIT HOUR INFORMATION

The minimum number of applied internship hours is established in accordance with PLNU policy. In addition to course work, you are required to spend 3 hours of application at an internship setting a week per unit. You maintain a weekly record of hours completed that is verified by your internship setting. Credit hour documents will be provided upon request.

COURSE GENERAL EXPECTATIONS

An application of core concepts and principles to service, professional, ministry, or research experiences. Course content includes: brief review of structure and mission of a particular organization, and matching of your interest with application of the knowledge gained through experience within a selected social context. The course is designed to be applied in a variety of settings. As a result, this applied learning course fosters critical thinking and reflection that may be used across disciplines.

Regular and active participation in professional or service activities or ministry in the community in accordance with the Learning Plan developed for you with the faculty and internship setting. A weekly report or log is required and helps to highlight successes and address challenges. You are expected to fulfill the requirements of internship with limited supervision. Internship is practical application of the skills, knowledge and values and ethics associated with your discipline. Regular participation and professional deportment are expected.

PLNU strives to be a place where you grow as a whole person. To this end the University provides opportunities and resources for you to encounter God and grow in your application of

Christian faith. Internships and applied Independent studies offer structured opportunities to learn, grow, and serve.

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

See Canvas

APA 7th edition Owl Purdue website

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

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.

ASSESSMENT AND GRADING

This course is graded as credit/no credit. You must receive a 73% to receive credit.

Grades will be based on the following:

Sample 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

COURSE SCHEDULE AND ASSIGNMENTS

- This section of the syllabus is customized for each student.
- **ASSIGNMENTS AT-A-GLANCE - *See Canvas***

CLASS CONTENT OR ASSIGNMENT	ASSIGNMENT DUE DATE
Application for Internship Placement (Form A)	Within 2 weeks of registration
Signed Field Placement Agreement (Form C)	Prior to beginning Internship hours
Internship Agency Information Form (Form B)	1 week of placement
Learning Plan – Using Standard Form	3 weeks after placement

Weekly Updates – Each Friday by 11:59 PM- Using Standard Form	Fridays, each week
Applied assignment –See description in learning plan	Per plan
Reflection paper – See prompt	Tuesday, Finals Week
Supervisor’s Evaluation of Student	Form D - Finals Week
Final Exam Date Verification of Hours	Tues., Finals Week

ASSESSMENT AND GRADING

PLNU policy provides for internship and practicum courses to be graded as Credit (CR); No Credit (NC); or Incomplete (I). Courses may also request permission to issue an In-Progress (IP) grade. SOC4071 can be taken for a varying number of units, however, it is expected that units will be accomplished during a single term. A “CR” grade will not be posted until the Internship Supervisor in the agency setting submits the Evaluation of Student form.

Internship is graded credit / no credit. To receive Credit “CR”, you must complete a minimum of 180 hours at the internship setting (if you are taking the course at 4 credits) and a minimum of 73% of available points must be earned. You will complete assignments in each of the following categories. Points are distributed by percentage:

- Weekly reports and time logs 40%
- Project/ Assignments on Learning Plan 10%
- Final evaluations (yours and supervisors) 25%
- Final Exam (final reflection paper) 25%

This is a credit/not credit class

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 sociology 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 sociology 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 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 sociology 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 Psychological Association style guide - 7th edition.
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.

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 180 hours at the internship setting if you are taking the course

for 4 credits. Travel time to and from internship is NOT included in your minimum hours.

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.

STATE AUTHORIZATION

State authorization is a formal determination by a state that PLNU is approved to conduct activities regulated by that state. In certain states outside California, PLNU 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 PLNU 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

PLNU, 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 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 class 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](#).

Content Warning

I acknowledge that each of you comes to PLNU with your own unique life experiences. This contributes to the way we perceive various types of information. In [class name], all of the class content, including that which may be intellectually or emotionally challenging, has been intentionally curated to achieve the learning goals for this course. The decision to include such material is not taken lightly. These topics include [list topics]. If you encounter a topic that is intellectually challenging for you, it can manifest in feelings of discomfort and upset. In response, I encourage you to come talk to me or your friends or family about it. Class topics are discussed for the sole purpose of expanding your intellectual engagement in the area of Social Work, and I will support you throughout your learning in this course.

Trigger Warning

I acknowledge that each of you comes to PLNU with your own unique life experiences. This contributes to the way we perceive several types of information. In [class name], we will cover a variety of topics, some of which you may find triggering. These topics include [list topics]. Each time this topic appears in a reading or unit, it is marked on the syllabus. The experience of being triggered versus intellectually challenged are different. The main difference is that an individual must have experienced trauma to experience being triggered, whereas an intellectual challenge has nothing to do with trauma. If you are a trauma survivor and encounter a topic in this class that is triggering for you, you may feel overwhelmed or panicked and find it difficult to concentrate. In response, I encourage you to take the necessary steps for your emotional safety. This may include leaving class while the topic is discussed or talking to a therapist at the Counseling Center. Should you choose to sit out on discussion of a certain topic, know that you are still responsible for the material; but we can discuss if there are other methods for accessing that material and for assessing your learning on that material. Class topics are discussed for the sole purpose of expanding your intellectual engagement in the area of Social Work, and I will support you throughout your learning in this course.

Artificial Intelligence (AI) Policy

You are allowed to use Artificial Intelligence (AI) tools (e.g, ChatGPT, iA Writer, Marmot, Botowski, etc.) in this course. Any work that utilizes AI-based tools must be clearly identified as such, including the specific tool(s) used. For example, if you use ChatGPT, you must cite ChatGPT including the version number, year, month and day of the query and the statement “Generated using OpenAI.”
<https://chat.openai.com/>”

Language and Belonging

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality. You may report an incident(s) using the Bias Incident Reporting Form.

FERPA POLICY

In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by (Note: each faculty member should choose one strategy to use: distributing all grades and papers individually; requesting and filing written student permission; or assigning each student a unique class ID number not identifiable on the alphabetic roster.). Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the “Information Release” section of the student portal. See [Policy Statements](#) in the (undergrad/ graduate as appropriate) academic catalog.

General Policies at PLNU Applicable Catalog. The student is ultimately responsible for the fulfillment of all requirements for graduation in the Catalog in effect at initial enrollment. Those who opt for a subsequent Catalog, however, must notify the Records Office and meet all requirements in that Catalog. Students who have not been registered for three or more regular semesters come under the Catalog in effect at the time of re-entry, unless an academic policy petition is filed and approved by the Vice Provost for Academic Administration.

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. 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 or find a list of campus pastors at pointloma.edu/title-ix

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.

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ATTACHMENTS - Found in Canvas

Form A - Application for Internship

Form B – Internship Agency Placement Information Sheet

Form C – Confirmation of Placement - Signed

Form D – Evaluation of Student

Learning Plan Form and Example

Weekly Log Form

More information on Canvas