

Course Syllabus

Department of Sociology, Social Work & Family Sciences  
CHD 4075 Child Development Internship

Fall 2023

## COURSE GENERAL INFORMATION

**Dates:** August 28 - December 8, 2023

**Meeting Time:** Mondays 3:00 - 3:55 PM

**Meeting Dates:** 8/28, 9/11, 9/18, 9/25, 10/9, 11/6, & 12/4

**Meeting Location:** Liberty Station 204B

**Credit Hours:** 2-4 units

**Final:** Monday December 4 from 3:00 - 3:50 PM in Liberty Station Room 204B

**Prerequisite:** Senior standing in the Department of Sociology, Social Work and Family Sciences.  
Consent of department chair.

## COURSE INSTRUCTOR

**Instructor:** Dr. Jody L. Roubanis, CFCS

**Email:** [JodyRoubanis@pointloma.edu](mailto:JodyRoubanis@pointloma.edu) or 562/673-6401 (text or call between 8AM & 8PM)

## 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 becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

## COURSE DESCRIPTION

Career-related work experience in which students observe and actively participate using their acquired skills and knowledge. Students are under supervision of a department faculty supervisor and a qualified on-site supervisor. Two (2) units of credit will be given for 80 hours of work experience; four (4) units of credit will be given for 160 hours of work experience.

## INSTITUTIONAL LEARNING OUTCOMES (ILO)

### 1. Learning, Informed by our Faith in Christ

Students will acquire knowledge of human cultures and the physical and natural world while developing skills and habits of the mind that foster lifelong learning.

2. **Growing, In a Christ-Centered Faith Community**  
Students will develop a deeper and more informed understanding of others as they negotiate complex professional, environmental and social contexts.
3. **Serving, In a Context of Christian Faith**  
Students will serve locally and/or globally in vocational and social settings.

## DEPARTMENT STUDENT LEARNING OUTCOMES (DLO)

1. Students will examine the value of societal diversity and ethical treatment of others as a result of their Christian faith.
2. Students will identify specialization career paths, and develop an appropriate career plan within a profession of Family and Consumer Sciences.

## COURSE STUDENT LEARNING OUTCOMES (CLO)

1. Identify the functioning of a business, organization, social service, or educational setting.
2. Identify specific professional responsibilities within a business, organization, social service, or educational setting.
3. Examine the professional-client relationships within an internship setting.
4. Compare the many career options within one's field of study.
5. Develop a network with professionals in a professional setting.

## REQUIRED TEXT

There are no required texts for this course.

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## COURSE REQUIREMENTS

### INTERNSHIPS

1. **Locations of Internships:**
  - o Internship locations must be selected in collaboration with the Chair of the Department of Family and Consumer Sciences.
  - o Educational goals and expectations of the student must be agreed upon by the agency, organization, or business and FCS Department Chair in order for it to qualify as an approved site.
  - o Past employment or volunteer work may **NOT** be used for retroactive academic credit.

- o PLNU academic internship assignments are usually not paid positions. It is believed that the agency in which the student is placed will not be considered an employee, but is to serve as a partner in the educational experience for pre-professionals.
- o Students may **NOT** use current employment locations for credit.

## 2. Internship Guidelines

Student Guidelines for a Successful Internship:

- o Clearly define your assignments, clarify your work hours and length of commitment.
- o Specify the training you will receive.
- o Arrive on time; be enthusiastic and eager to learn.
- o Follow through on all your commitments.
- o Dress in the same style as your co-workers, or more professional.
- o Cultivate positive relationships with all staff.
- o Ask questions when you don't know the answers.
- o Prioritize your time and your tasks.
- o Learn the written and unwritten rules of conduct.
- o Respect the hierarchy of authority.
- o Establish regular supervision and performance reviews.
- o Set a time for a final evaluation when the internship concludes.
- o Ask for a letter of recommendation if you fulfill your objectives.
- o Write a thank you letter for your appreciation of your internship.

## 3. Internship Requirements

- o Third Monday of Semester: Internship Proposal
- o Mid-Term Semester: Mid-Semester Self-Evaluation Report and Mid-Semester Site Supervisor Evaluation Report
- o Monday of Last Lecture Week in Semester: Final Site Supervisor Evaluation Report, Final Time Sheet, Internship Journal.
- o Weekly Internship Class: As stated above several face-to-face meetings will be held. For weeks that no face-to-face meeting is scheduled there may be a phone conference scheduled. If the student has any immediate question, they are highly encouraged to call or text the instructor.

### End-of-Course Survey

Students are requested to complete the end-of-course survey. The survey is handled through the CTL office and a link will be sent to your PLNU email account. Results are anonymous, aggregated and the program sends blind results to the instructors at the end of each term.

### Academic Honesty Statement

Students will complete an academic honesty statement during the final week of the course.

## COURSE GRADING

Instructors will regularly release grades to individual students as indicated during Week 1 of class and in compliance with FERPA regulations. It is important to review instructor responses on assignments as these comments are intended to help you improve your work. Final grades will be posted within ten days of the end of the class.

- Internships are graded Credit/No-Credit.
- Internships must begin and end during the semester in which the student receives credit. If unforeseen circumstances arise and the experience cannot be completed during the semester, an IP grade may be awarded; internship will then be completed within 4 weeks.

## 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 or 4 unit class delivered over 15 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their course work. Specific details about how the class meets the credit hour requirement can be provided upon request.

## 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.

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## 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. For late assignments tardy points will be deducted with up to 20% each day late. Please note the **discussion assignments will be closed on the Sunday after which they were assigned**. Incompletes for the course will only be assigned in extremely unusual circumstances.

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## 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.

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## 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.

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## PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation.

In some courses, a portion of the credit hour content will be 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.

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## 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**.

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## SEXUAL MISCONDUCT AND DISCRIMINATION

Point Loma Nazarene University 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](#). 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 the [Title IX Office | Get Help Now](#)

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## 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.

# ASSIGNMENTS AT-A-GLANCE

The table below lists our assignments and their due dates. Click on any assignment to review it.

## Course Summary:

Date	Details
Mon Aug 28, 2023	Assignment <a href="#">Myths of Human Services Internships</a>
Mon Sep 11, 2023	Assignment <a href="#">Objectives for Internship Proposal</a> Assignment <a href="#">Getting Acquainted</a>
Sun Sep 17, 2023	Assignment <a href="#">Holland Vocational Personality Assessment</a>
Mon Sep 18, 2023	Assignment <a href="#">Ethical Decision-Making</a>
Mon Sep 25, 2023	Assignment <a href="#">Role of Reflection and Critical Thinking in Learning from Experience</a>
Mon Oct 2, 2023	Assignment <a href="#">Internship Contract</a>
Mon Oct 9, 2023	Assignment <a href="#">Communicating within your Internship</a>
Mon Oct 23, 2023	Assignment <a href="#">Midterm Student Evaluation</a> Assignment <a href="#">Midterm Supervisor Evaluation</a>
Mon Dec 4, 2023	Assignment <a href="#">Final Presentation</a> Assignment <a href="#">Internship Journal</a> Assignment <a href="#">Self Evaluation</a> Assignment <a href="#">Site Supervisor Final Evaluation Report</a> Assignment <a href="#">Time Sheets Due</a>