

Course Syllabus

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Department of Sociology, Social Work, and Family Sciences

CHD 4075 Internship in Child Development

2-4 Units

Fall 2026

August 31 - December 11

Online and Face-to-face

Meeting Days: Mondays

Meeting Times: 2:55pm - 3:50pm

Meeting Location: Zoom and Evans 121

Final Exam: (Day/Time): Final Presentation
December 7 at 3:00 PM

Instructor: Dr. Jody Roubanis

Email: jroubani@pointloma.edu

Phone: (562) 673-6401 (text or call between 8 AM & 5 PM)

Office Location and Hours: By appointment

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.



Course Description

Career-related work experience in which students observe and actively participate using their acquired skills and knowledge. Students are under the 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.

Course Learning Outcomes

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.
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Required Texts and Recommended Study Resources

- There are no required texts for this course.

Students are responsible for having the required course textbooks prior to the first day of class.

All supplemental materials posted on this course site (including articles, book excerpts, or other documents) are provided for your personal academic use. These materials may be protected by copyright law and should not be duplicated or distributed without permission of the copyright owner.

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 coursework.

Specific details about how the class meets the credit hour requirement can be provided upon request.

You should enroll for the number of academic units that corresponds with the number of work hours you will devote to the internship. You may apply only those hours that you worked during the semester for which you are receiving academic credit.

Estimated Time to Complete Course



Activity Type	Hours (4-Units)	Hours (2-Units)
Canvas Assignments	10	10
Internship Hours	at least 140	at least 80
Total:	150	90

Assessment and Grading

You will receive a final grade of either Credit or No Credit. If you:

1. Work the hours to which you have committed,
2. Work in a manner that is satisfactory to your supervisor, and
3. Turn in all assignments and reports as required, and you will receive a grade of Credit.

This will neither raise nor lower your GPA but will provide you with upper-division units that count toward graduation. A No Credit grade will result in no units being awarded. There are no exams in this course. If unforeseen circumstances arise and the experience cannot be completed during the semester, an IP grade may be awarded; the internship will then be completed within 4 weeks.

Course Assignments

Assignment Category	Description
Internship Hours (Time Sheet)	You will be required to track your internship hours and submit your completed hours. You are required to meet PLNU's hour requirement for your course.
Internship Contract	In the contract, you will write objectives, site supervisory will sign off on the proposal, and it will help finalize the proposal.
Evaluation	Four evaluations will be completed. Two of the evaluations will be completed by you, and the other two evaluations will be completed by the supervisor.
Final Presentation	You will complete a final presentation regarding your internship.
Internship Journal	You are required to submit a journal entry for every shift completed your internship. Make sure to track the date and time worked.



Internships

1. Locations of Internships:

- Internship locations must be selected in collaboration with the Chair of the Department of Family and Consumer Sciences.
- 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.
- Past employment or volunteer work may **NOT** be used for retroactive academic credit.
- 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.
- Students may **NOT** use current employment locations for credit.

2. Internship Guidelines

Student Guidelines for a Successful Internship:

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

3. Internship Requirements

- Third Friday of Semester: [Internship Contract](https://canvas.pointloma.edu/courses/87455/assignments/1342366) (<https://canvas.pointloma.edu/courses/87455/assignments/1342366>) and Agreement
- Mid-Term Semester: [Midterm Student Evaluation](https://canvas.pointloma.edu/courses/87455/assignments/1342368) (<https://canvas.pointloma.edu/courses/87455/assignments/1342368>) and [Midterm Supervisor Evaluation](https://canvas.pointloma.edu/courses/87455/assignments/1342369) (<https://canvas.pointloma.edu/courses/87455/assignments/1342369>)
- Wednesday of Last Lecture Week in Semester: [Site Supervisor Final Evaluation Report](https://canvas.pointloma.edu/courses/87455/assignments/1342372) (<https://canvas.pointloma.edu/courses/87455/assignments/1342372>), [Final Time Sheet](https://canvas.pointloma.edu/courses/87455/assignments/1342373), (<https://canvas.pointloma.edu/courses/87455/assignments/1342373>) Internship Journal.
- 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 questions, they are highly encouraged to call or text the instructor.



Course Resources

1. Libraries

As a Point Loma student, you have full access to our [library resources at Ryan Library](http://libguides.pointloma.edu/ryanlibrary). (<http://libguides.pointloma.edu/ryanlibrary>). In addition to the textbooks assigned for this course, Point Loma's Ryan Library provides full content online for eBooks, videos, journal articles, trade publications, newspapers, and other resources. These full-text online resources can be printed, emailed, or downloaded and are accessible 24/7. Access to library resources from off-campus requires authentication using your name and your PLNU ID number. Spend some time browsing the library website and exploring the books, journals, and media resources available to you as a Point Loma student. For more information or questions, contact the library staff at

2. Internet

The Internet gives students access to a large quantity of information. Much of the most reliable, scholarly, and up-to-date information, however, is not available through commonly used search engines like Google or Yahoo or through popular sites such as Wikipedia. In order to access some of the better resources and consult current journals, it is usually necessary to have a subscription and password to a specialized search program. Fortunately, all students at Point Loma are able to access well-respected journals and periodicals through Point Loma's subscription services available through the Ryan Library. Although some sites are popular resources in the general community, they are not accepted as reliable reference works in most classes. Be sure to check the quality of the source of the information and the date of publication or production.

Final Examination Policy

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the [Traditional Undergraduate Records: Final Exam Schedules](http://www.pointloma.edu/experience/academics/class-schedules) (<http://www.pointloma.edu/experience/academics/class-schedules>) site. If you find yourself scheduled for three (3) or more final examinations on the same day, you are authorized to contact each professor to arrange a different time for **one** of those exams. However, unless you have three (3) or more exams on the same day, no requests for alternative final examinations will be granted.

General Course Concerns

If you have a concern related to the content or structure of this course, please bring your concern(s) to me (the instructor) in a timely manner, so that we have the opportunity to discuss your thoughts and work together toward a solution.



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 Spiritual Care

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

If you have questions, prayer requests, or a desire to meet with the chaplain, you can contact your professor or the [Office of Spiritual Life and Formation \(https://www.pointloma.edu/offices/student-life-formation\)](https://www.pointloma.edu/offices/student-life-formation).

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 \(https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures\)](https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures) to view which states allow distance education outside of California.

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 Recording Notification

In order to enhance the learning experience, please be advised that this course may be recorded by a professor for educational purposes, and access to these recordings will be limited to enrolled students.



and authorized personnel.

Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

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. For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. Please consult the [Academic Honesty Policy](https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/#academichonesty)  (<https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/#academichonesty>) in the [University Catalog](https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/)  (<https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/>) for definitions of kinds of academic dishonesty and for further policy information.

PLNU Academic Behavior Policy

Both faculty and students at Point Loma Nazarene University have the right to expect a safe and ordered environment for learning. Students are expected to take the initiative to learn and conduct themselves in a mature and civil manner in the classroom environment. Any student behavior that is disruptive or threatening is a serious affront to Point Loma Nazarene University as a learning community. Students who fail to adhere to these behavioral standards may be subject to disciplinary action, including removal from class or further university sanctions. For a full definition of disruptive behavior, response procedures, and the appeal process, please consult the [Academic Behavior Policy](https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/#academicbehavior)  (<https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/#academicbehavior>) in the [University Catalog](https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/)  (<https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/>).

PLNU Artificial Intelligence (AI) Policy

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc) to generate ideas, but you are not allowed to use AI tools to generate content (text, video, audio, images) that will end up in any work submitted to be graded for this course. If you have any doubts about using AI, please gain permission from the instructor.



PLNU Academic Accommodations Policy

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center, [by email \(mailto:EAC@pointloma.edu\)](mailto:EAC@pointloma.edu) or phone at 619-849-2533. Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines approved accommodations. Professors are able to view a student's approved accommodations through Accommodate.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their approved accommodations in that particular course. Accommodations are not retroactive; as such, clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

Students who need accommodations for a disability-related need should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. In accordance with ADA, accommodations cannot constitute a fundamental alteration to course outcomes; therefore, planning ahead is vital in establishing appropriate accommodations for equal access to this course. It is the student's responsibility to make the first contact with the EAC. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC eligibility process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any accommodations.

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 Christian quality of hospitality.



If you (or someone you know) have experienced other forms of discrimination, you can find more information on reporting and resources at the [PLNU Nondiscrimination webpage](http://www.pointloma.edu/nondiscrimination) (<http://www.pointloma.edu/nondiscrimination>).

If you (or someone you know) have experienced a bias incident regarding language, you can find more information on reporting and resources via the [Nondiscrimination and Anti-harassment Policy](http://www.pointloma.edu/nondiscrimination) (<http://www.pointloma.edu/nondiscrimination>).

Sexual Misconduct and Discrimination

In support of a safe learning environment, 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 accommodations and resources are available through the [Title IX Office](https://www.pointloma.edu/title-ix) (<https://www.pointloma.edu/title-ix>). Please be aware that under Title IX of the Education Amendments of 1972, faculty and staff are required to disclose information about such misconduct to the [Title IX Office](https://www.pointloma.edu/title-ix) (<https://www.pointloma.edu/title-ix>).

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact [Counseling Services](mailto:counselingservices@pointloma.edu) (<mailto:counselingservices@pointloma.edu>) or [consult the list of campus pastors](https://www.pointloma.edu/title-ix/get-help-now) (<https://www.pointloma.edu/title-ix/get-help-now>).

If you (or someone you know) has experienced other forms of discrimination or bias, you can find more information on reporting and resources via the [Nondiscrimination and Anti-harassment Policy](http://www.pointloma.edu/nondiscrimination) (<http://www.pointloma.edu/nondiscrimination>).

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 withdrawal date or, after that date, receive an “F” grade.

PLNU Course Modality Definitions

1. Online Courses: These are courses with class meetings where all instruction and interaction are fully online.
 1. Synchronous Courses: At least one class meeting takes place at a designated time.
 2. Asynchronous Courses: All class meetings are asynchronous.



2. Hybrid Courses: These are courses with class meetings that take place both in the classroom and online synchronously and/or asynchronously.
 3. In-Person Courses: These are courses that meet in person with the instructor and students in a physical classroom setting. With approval by the area dean, this may include up to 25% of qualified class interactions through a Learning Management System (such as Canvas).
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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.

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](https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349) (<https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349>) 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 requires a computer with a camera (tablets are not compatible nor allowable) 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.

Loma Writing Center

Getting feedback from the Loma Writing Center while you're in the process of working on an assignment is a great way to improve the quality of your writing and develop as a writer. You are encouraged to talk with a trained writing consultant about getting started on an assignment, organizing your ideas, finding and citing sources, revising, editing for grammar, and polishing final drafts, and more.

Walk-ins are welcome, but we recommend making an appointment in advance. For information about how to make in-person or online appointments, see [Loma Writing Center webpage](https://www.pointloma.edu/centers-institutes/loma-writing-center) (<https://www.pointloma.edu/centers-institutes/loma-writing-center>) or visit the Loma Writer Center on the first floor of the Ryan Library, room 221.

- [Appointment Calendar](https://plnu.mywconline.com/) ➡ (<https://plnu.mywconline.com/>)
- [Website](https://www.pointloma.edu/centers-institutes/loma-writing-center) (<https://www.pointloma.edu/centers-institutes/loma-writing-center>)



- [Email \(mailto:writingcenter@pointloma.edu\)](mailto:writingcenter@pointloma.edu)

Lomabooks Instructions for Students

Note: For courses using materials available through Lomabooks

For both digital and print materials, please add these student instructions to your syllabus and Canvas Course. Prior to the start of class, the PLNU Bookstore will also be sharing student instructions in a standalone email on how to access their content.

This course is part of our course material delivery program, [LomaBooks](https://www.pointloma.edu/lomabooks) (<https://www.pointloma.edu/lomabooks>). The bookstore will provide each student with a convenient package containing all required physical materials; all digitally delivered materials will be integrated into Canvas.

You should have received an email from the bookstore confirming the list of materials that will be provided for each of your courses and asking you to select how you would like to receive any printed components (in-store pick up or home delivery). If you have not done so already, please confirm your fulfillment preference so the bookstore can prepare your [LomaBooks](https://www.pointloma.edu/lomabooks) (<https://www.pointloma.edu/lomabooks>) materials.

Assignments-at-a-Glance

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

Course Summary:

Date	Details	Due
Mon Aug 31, 2026	 Internship In Child Development - Journaling, Faith & Timesheets https://canvas.pointloma.edu/calendar?event_id=189190&include_contexts=course_87455	2:55pm to 3:50pm
	 Internship In Child Development - Placement Progress & Steps https://canvas.pointloma.edu/calendar?event_id=189191&include_contexts=course_87455	2:55pm to 3:50pm



Date	Details	Due
	 CHD4075C-1 FA26 - Internship In Child Development https://canvas.pointloma.edu/calendar?event_id=191470&include_contexts=course_87455	3pm to 3:45pm
	 Academic Honesty Verification Statement https://canvas.pointloma.edu/courses/87455/assignments/1342361	due by 11:59pm
Tue Sep 8, 2026	 Internship In Child Development - Role of Faith in (Secular) Placements (MOVED DUE TO LABOR DAY) https://canvas.pointloma.edu/calendar?event_id=189193&include_contexts=course_87455	2:55pm to 3:50pm
Mon Sep 14, 2026	 CHD4075C-1 SP21 - Internship In Child Development - Class Orientation https://canvas.pointloma.edu/calendar?event_id=189192&include_contexts=course_87455	2:55pm to 3:50pm
Mon Sep 21, 2026	 CHD4075C-1 SP21 - Internship In Child Development - Objective Writing for Internship Proposal https://canvas.pointloma.edu/calendar?event_id=189194&include_contexts=course_87455	2:55pm to 3:50pm
Tue Sep 22, 2026	 Objectives for Internship Proposal https://canvas.pointloma.edu/courses/87455/assignments/1342370	due by 11:59pm
Mon Sep 28, 2026	 CHD4075C-1 SP21 - Internship In Child Development https://canvas.pointloma.edu/calendar?event_id=189185&include_contexts=course_87455	2:55pm to 3:50pm
	 Internship Contract https://canvas.pointloma.edu/courses/87455/assignments/1342366	due by 11:59pm



Date	Details	Due
	 CHD4075C-1 SP21 - Internship In Child Development - Holland Assessment (https://canvas.pointloma.edu/calendar?event_id=189186&include_contexts=course_87455)	2:55pm to 3:50pm
Mon Oct 12, 2026	 Holland Code Test (https://canvas.pointloma.edu/courses/87455/assignments/1342364)	due by 11:59pm
	 Holland Vocational Personality Assessment (https://canvas.pointloma.edu/courses/87455/assignments/1342365)	due by 11:59pm
Mon Oct 19, 2026	 Internship In Child Development MANDATORY Course Final - Internship Presentations (https://canvas.pointloma.edu/calendar?event_id=189195&include_contexts=course_87455)	2:55pm to 3:50pm
Mon Oct 26, 2026	 CHD4075C-1 SP21 - Internship In Child Development - Optional Meeting (https://canvas.pointloma.edu/calendar?event_id=189187&include_contexts=course_87455)	2:55pm to 3:50pm
Mon Nov 2, 2026	 Midterm Student Evaluation (https://canvas.pointloma.edu/courses/87455/assignments/1342368)	due by 11:59pm
	 Midterm Supervisor Evaluation (https://canvas.pointloma.edu/courses/87455/assignments/1342369)	due by 11:59pm
Mon Nov 9, 2026	 CHD4075C-1 SP21 - Internship In Child Development - Preparing for the the Presentation (https://canvas.pointloma.edu/calendar?event_id=189188&include_contexts=course_87455)	2:55pm to 3:50pm
Mon Nov 30, 2026	 CHD4075C-1 SP21 - Internship In Child Development - Final Presentation (https://canvas.pointloma.edu/calendar?event_id=189189&include_contexts=course_87455)	2:55pm to 3:50pm



Date	Details	Due
Mon Dec 7, 2026	 Final Presentation at Evans 121 (https://canvas.pointloma.edu/courses/87455/assignments/1342363)	due by 11:59pm
	 Internship Journal (https://canvas.pointloma.edu/courses/87455/assignments/1342367)	due by 11:59pm
	 Self Evaluation (https://canvas.pointloma.edu/courses/87455/assignments/1342371)	due by 11:59pm
	 Site Supervisor Final Evaluation Report (https://canvas.pointloma.edu/courses/87455/assignments/1342372)	due by 11:59pm
	 Time Sheets Due (https://canvas.pointloma.edu/courses/87455/assignments/1342373)	due by 11:59pm
Fri Dec 11, 2026	 Course Evaluation (https://canvas.pointloma.edu/courses/87455/assignments/1342362)	due by 11:59pm

