POINT 1902 LOMA
NAZARENE UNIVERSITY

Department of Sociology, Social Work, and Family Sciences

School of Behavioral and Social Sciences

SOC4072 - Internship in Criminal Justice

Number of Units**- 2-4**

Fall 2025

Meeting days/times (Zoom meeting when requested)

Final Exam: (evaluation form from internship instructor/task supervisor due during finals week)

Information	Specifics for the Course
Instructor title and name:	Colleen Jensen Cook, LCSW
Phone:	619-849-2471
Email:	ccook1@pointloma.edu I will answer e-mails between Monday-Friday (8 am-5 pm). Please allow up to 24 hours for a response, and plan accordingly.
Office location and hours:	Rohr Hall 102 - Will have a weekly Zoom meeting -TBD.

Land Acknowledgement - this class takes place on land that is currently occupied. It is the ancestral home to the The Kumeyaay Nation: for more information about this group, please see here

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.

Program and Course Learning Outcomes

A major in Sociology is foundational for the understanding of human society and social behavior. The graduate in Sociology is equipped for many ministry, corporate, and human service positions, in addition to being prepared for post-graduate study in Sociology, which can lead to positions in higher education, research, business, government, and law.

Upon graduation, a student in with a BA in Sociology will be able to:

1. Understand society and social behavior in groups and society.
2. Develop competency in social research and social analysis.
3. Demonstrate preparation for post-graduate education.
4. Demonstrate preparation for employment.

Responsibilities of You as the Student as you Engage In Internship:

1. Develop a continuing learning agreement in consultation with director of internship education and the Practicum supervisor.
2. Complete a minimum of 180 hours per Practicum course.
3. Demonstrate a keen sense of responsibility to the agency and clients.
4. Make and keep initial appointments with the agency.
5. Provide own transportation to the internship assignment. Do not transport clients.
6. Keep all commitments to the agency with promptness and reliability.
7. Submit an application to participate in an internship.
8. Complete all PLNU and agency forms required to participate in an off- campus internship setting.
9. **Develop a Learning Plan Agreement in that is reviewed and approved by PLNU internship coordinator and the practicum supervisor and update this plan with evidence of accomplishment at the end of your hours.**
10. 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.
11. Demonstrate a keen sense of responsibility for preparing for and fulfilling agency and course assignments.
12. Make and keep initial appointments with the agency.
13. Provide own transportation to the internship assignment. Do NOT drive clients.
14. Keep all commitments to the agency with promptness and reliability.
15. When appointments or your schedule cannot be kept because of extreme emergency, notify the agency at the very earliest time possible, in advance.
16. Have flexible expectations. Show flexibility as to time available for the internship assignment, special meetings, etc.
17. Be responsible for your own learning and prepare for supervisory sessions.
18. Ask for clarification from agency personnel or the faculty internship coordinator if there are problems, questions, or something you want to know.
19. Keep all records as assigned by the agency.
20. Bring any problem regarding the internship practicum to the attention of the faculty internship

coordinator.

21. Complete all readings assigned by either the internship practicum supervisor or the faculty internship coordinator dealing with interest areas specific to the internship practicum.
22. 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.
23. Relate the internship practicum to classroom materials and discussions.
24. Prepare a final evaluation/ reflection paper of the internship practicum, which will be submitted during the exam period of the term.
25. Ensure that your internship supervisor completes and submits the placement agreement, site information, and Student Evaluation forms.

Course Description

From the PLNU 2025-2026 catalog; this class is*: designed to provide experience in applied settings. A minimum of three hours per week for a full semester is required for each unit of credit. Placement and plan for internship are developed in consultation by instructor, student, and agency.*

Course Learning Objectives:

These objectives are found in the learning plan for the semester:

1. Describe the environment / context of your internship that shows basic understanding of the field of Sociology.
2. Articulate a range of career opportunities in Sociology and select an area for applied study.
3. Reflect upon and interpret your practicum experience in more than one way using theories or concepts from your major area of study.
4. Support and promote professional values, ethics, and standards.
5. Demonstrate awareness of the human and social dynamics impacting your practicum experience (sensitivity to diversity).
6. Demonstrate the ability to be responsible for your own learning and professional development and evaluate your practice. Describe at least one impact of their service activities to others in the community.
7. Understand how Christianity influences and shapes their approach to practice. Describe a personal perspective that was affected by the experience.
8. Integrate theory, with direct experience, and a spiritual perspective. Demonstrate flexibility and the capacity to engage in unfamiliar social or professional settings and describe how to gracefully accommodate diversity.
9. Describe how your internship contributed to your own philosophy/theology of vocation.
10. Identify power analysis and attention to stratification in either your setting or the population your internship is serving.
11. Acknowledge power relations and points of intervention and advocacy.

Throughout the semester, the professor will also teach students how the following 6 IDEA course evaluation objectives are essential and important to their learning. These include:

1. *Developing knowledge and understanding of diverse populations, global awareness, or other cultures.*
2. *Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.*
3. *Developing skill in expressing myself orally or in writing.*
4. *Developing ethical reasoning and/or ethical decision making.*
5. *Learning to apply knowledge and skills to benefit others or serve the public good.*

Required Texts and Recommended Study Resources*

*Additional reading will be assigned by the professor and posted on Canvas.

Find the link to the PLNU Criminal Justice/Sociology Internship guide (see Canvas)

On Canvas there are samplings of writings from diverse authors.

SCHOLARSHIP

- APA 7TH EDITION - To offer a multidisciplinary approach, this course will adhere to APA 7th edition guidelines. Please refer to the Purdue Owl website for more information.
- For your research papers, the professor expects you to use the database searches in the Ryan Library as opposed to internet articles. If you use Google Scholar, reference that article in the Ryan Library as well. The home page is found here - Ryan Library
- Refer to the PLNU Department rubrics for grading. More information on Canvas.

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 3 unit class delivered over 15 weeks.

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 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. For this course, students will spend an estimated 180 total hours meeting the course learning outcomes. The time estimations are provided in the Canvas modules.

Assessment and Grading

Grades will be based on the following. This is a **Credit or No-Credit** course.

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 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.

Content Warning

I acknowledge that each of you comes to PLNU with your own unique life experiences. This contributes to the way you 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 [subject/major], and I will support you throughout your learning in this course.

Sensitivity/Trigger Warning*

I acknowledge that each of you comes to PLNU with your own unique life experiences. This contributes to the way you perceive several types of information. In Internship in Sociology, we will cover a variety of topics, some of which you may find triggering. These topics include trauma, abuse, health conditions listed on the DSM-5, varying life experiences, etc. 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 Sociology, and I will support you throughout your learning in this course.

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.

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 you have questions, a desire to meet with the chaplain or have prayer requests you can contact your professor or the Office of Spiritual Life and 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 to view which states allow distance education outside California.

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 Recording Notification

In order to enhance the learning experience, please be advised that this course may be recorded by the 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. See Academic Policies for definitions of kinds of academic dishonesty and for further policy information.

Artificial Intelligence (AI) Policy

The use of Artificial Intelligence (AI) tools (e.g., ChatGPT, iA Writer, Marmot, Botowski, GrammarlyGo,

Perplexity, etc.) is prohibited in this course for any aspect of your work, including idea generation, drafting, editing, or final submissions. This course is designed to assess your independent critical thinking, writing, and research skills without the assistance of AI technologies. Violations of this policy will be treated as breaches of academic integrity.

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc.) in this course. Any work that utilizes AI-based tools must be clearly identified as such, including the specific tool(s) used. Please use the following sources to guide your citations when using AI.

MLA Style Center: Citing Generative AI
APA Style: How to Cite ChatGPT
Chicago Manual of Style: Citing Content Developed or Generated by AI

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 (EAC@pointloma.edu or 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 allowed 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 AP in that particular course. Accommodations are not retroactive so 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 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. 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 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

PLNU 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.

If you (or someone you know) have experienced a bias incident regarding language, you can find more information on reporting and resources at www.pointloma.edu/bias.

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 at 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.

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.

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources at www.pointloma.edu/bias

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. This policy applies to showing up for your internship to gain your 180 hours, and your hours are verified weekly.

PLNU Course Modality Definitions*

This is an Online Courses: These are courses with class meetings where all instruction and interaction is fully online. Asynchronous Courses: All class meetings are asynchronous.

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.

During week 15, however, we will have a meeting where you will share about your internships. More information to come.

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⊛

Note: Include this section if teaching an Online or Hybrid course.

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 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

The Loma Writing Center exists to help all members of the PLNU community cultivate transferable writing skills to engage their academic, professional, personal, and spiritual communities. We work toward this goal by conducting one-on-one consultation sessions, supporting writing education across the PLNU community, and participating in ongoing writing center research.

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. For information about how to make in-person or online appointments, see Loma Writing Center webpage or visit the Loma Writer Center on the first floor of the Ryan Library, room 221.

- Appointment Calendar: https://plnu.mywconline.com/
- Website: https://www.pointloma.edu/centers-institutes/loma-writing-center
- Email: writingcenter@pointloma.edu

Assignments At-A-Glance

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 Sunday by 11:59 PM- Using Standard Form	Sundays, each week
Applied assignment –See description in learning plan	Per plan
Reflection paper – See prompt	End of semester
Supervisor's Evaluation of Student	Form D - End of sem./ 180 hours done
Final Exam Date Verification of Hours	End of sem./ 180 hr

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 20%
- Learning plan development 10%
- Reflection paper/video 10%
- Supervisor evaluation 40%
- Final Exam (final reflection paper) 20%

This is a credit/not credit class!

Course Assignments

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

1. *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 internship 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. *See Canvas for Due Dates!*
2. *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 internship 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. *See Canvas for Due Dates!*
3. *Final evaluation of the practicum (Final Exam!)* : The final evaluation of the practicum is to recount your experiences in your internship 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 your 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 internship experience and Christian principles and practices. The paper should approximate doubled-spaced paper, 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. Or you can submit a 15-minute video. *See Canvas for Dates!*

4. *Reflection Paper/Video:* A paper/video 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. *See Canvas for Due Dates!*
   I would like to schedule a time in week 15 where we would present these to one another and invite other students to come hear you. More information to come!

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. *See Canvas for Due Dates!*