POINT 1902 LOMA NAZARENE UNIVERSITY	**Department of History & Political Science** **POL 4060 Internship in Political Science** **HIS 4060 Internship in History** **1-4 units**
Fall 2026	

Semester Meeting Schedule: No in-person meetings	**Instructor and Contact Info:** **Dr. Amy Nantkes** **Email: anantkes@pointloma.edu**
	Office Location and Office Hours: Colt Hall 115 Tuesday/Thursday 11:00am-12:00 pm Wednesday 10:00 am-12:00 pm (Additional hours available 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 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.

DEPARTMENT OF HISTORY AND POLITICAL SCIENCE MISSION:

As followers of Christ, the Department of History and Political Science promotes wisdom and scholarship about historical contexts and political systems, so that graduates can become local and global leaders in the service of Christ and humanity.

COURSE DESCRIPTION

This course provides space in a student's schedule for the learning experience in a work environment at a selected governmental or public advocacy site. Students are supervised by an on-site supervisor and an academic advisor.

COURSE LEARNING OUTCOMES

Student Learning Outcomes:

- Engage in and interact with the world as events are currently unfolding
- Experience classroom-learned theories come to life
- Develop a network of contacts
- Deepen their knowledge of their major's subject matter
- Cultivate the skills necessary for advancing a career in public affairs, politics, or history-related fields
- Refine communication skills
- Experience the "real world" of the work/life balance

- Learn workplace etiquette
- Gain confidence in their abilities and knowledge

Program Learning Outcomes for Political Science:

- Understand and critically assess the processes, theories, and outcomes of political institutions and political behavior.
- Develop and express ideas in written communication in an effective and scholarly manner.
- Demonstrate oral communication abilities, particularly to convey complex ideas, recognize diverse viewpoints, and offer empirical evidence of an argument.
- Construct and evaluate analytical, comprehensive arguments.

Program Learning Outcomes for History:

- Complete a substantial historical project autonomously.
- Demonstrate the relationship between primary and secondary materials by assessing a historian's work and recognizing the evidence used to construct that historical argument.
- Present and analyze, in written or oral presentation, different perspectives on an event from the past.
- Find appropriate materials online, in a library, or in the community and know how to cite them.

Program Learning Outcomes for International Studies:

- Evaluate, design, and apply social science research with respect to international political and social issues.
- Understand and critically assess the processes, theories, and outcomes of global institutions and systems.
- Demonstrate social scientific information literacy.
- Develop and express ideas in written communication in an effective and scholarly manner.
- Demonstrate oral communication abilities, particularly to convey complex ideas, recognize diverse viewpoints, and offer empirical evidence of an argument.

COURSE CREDIT HOUR INFORMATION

In the interest of providing sufficient time to meet internship requirements, this class meets the PLNU credit hour policy for a 1-4 unit class delivered over 15 weeks. It is anticipated that students will spend a minimum of 40 participation hours per credit hour on their coursework. For this course, students will spend an estimated 40-160 total hours meeting the course learning outcomes.

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.

COURSE POLICIES

LATE ASSIGNMENT POLICY

All assignments are to be submitted by the due dates posted and will be considered late if submitted after midnight Pacific Standard Time on the day they are due. If an assignment is submitted late, the points possible for the assignment automatically decreases 10% each day for four days after the due date. **Any assignment or deliverable submitted more than four days late will not be accepted.**

All deliverables for the course must be turned in by 11:59pm on the last day of the course. No extensions or incompletes will be given to students to complete course requirements.

If you believe you have an extenuating circumstance, such as illness or family emergency, please send me an email or talk to me as soon as possible so that we may speak about your options. With abundant notice, I'll be as accommodating as possible as long as it does not compromise fairness for all.

COURSE ARTIFICIAL INTELLIGENCE (AI) POLICY

Students may not use AI tools to generate content for assignments in this course. These tools do not replace the essential skills outlined in the course objectives. Remember that AI-generated content can sometimes be inaccurate or biased. **You are responsible for all submitted work and must not pass off AI-generated content as your own, as this will be considered academic plagiarism and will result in a zero on the assignment, and will be reported to an academic dean.**

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 on any of the above. You may report an incident(s) using the Bias Incident Reporting Form.

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

PLNU POLICIES

PLNU COPYRIGHT POLICY

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

PLNU ACADEMIC HONESTY POLICY

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

PLNU ACADEMIC ACCOMMODATIONS POLICY

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities 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 619-849-2486). 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. The EAC makes accommodations available to professors at the student's request.
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 special accommodations.

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 students have questions, a desire to meet with the chaplain, or have prayer requests, you can contact the Office of Spiritual Life and Formation.

USE OF TECHNOLOGY

In order to be successful in the online 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 compatible with their computer available to use. If a student is in need of technological resources please contact student-tech-

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

GRADING, POLICIES, AND EXPECTATIONS

- All students will receive a credit/no-credit grade.
- A minimum of 40 hours is required for each credit unit.
- 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 that semester, an IP grade may be awarded.
- All internships must be pre-approved by the internship director.
- Internships may be paid or unpaid. If an approved internship includes payment for services (i.e., stipends, wages), this must be stated in writing by the agency or business providing the paid internship. These conditions must be approved by the internship director before the first day of the experience.
- Students may not use current employment locations to count for credit unless the internship director approves the position. Before consulting with the internship director, the student should compile a list of current job duties and a one-paragraph statement explaining how/why this position aligns with the stated goals and objectives of the internship program.
- Students will fulfill *all* academic requirements for Political Science or History 4060 to receive a "credit" grade. Please see "Internship Requirements" for details.
- If a student has not secured an internship by PLNU's drop deadline, they will be asked to drop the course (this date appears on the academic calendar as the "last day to drop semester classes.").
- In accordance with university policy, no grade will be changed – *for any reason* – after a period of one year has passed.
- Students are responsible for completing all internship paperwork assigned for POL/HIS 4060.
- Student paperwork should be turned in regularly throughout the semester. You may place the paperwork in the box outside of Dr. Nantkes' office (Colt 115) or submit digitally on Canvas.
- If any piece of paperwork is more than two weeks late without an excuse or prior arrangement with the professor, students can be dropped from the course.

ASSIGNMENTS (See Canvas for templates and detailed instructions)

To receive credit for an internship, students must submit the following:

1. Application for the HPS internship program
2. A résumé and a generic cover letter
3. Pre-survey assessment form
4. Bi-weekly log sheets
5. Internship contract between the student and the internship provider
6. Mid-semester evaluation form from the student
7. Mid-semester evaluation form from the internship provider
8. Final evaluation form from the student
9. Final evaluation form from the internship provider
10. Post-survey assessment form
11. A photo of student at the internship site, along with advice for future interns