



**Dates:** 1/11/20 -  
5/7/20

**Credit Hours:** 3

**Format:** Online

### **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.

### **INSTRUCTOR INFORMATION**



**Dr. Jessica Matthews, DBH, NBC-HWC**

**Phone:** 619.849.3003

**Email:** [jmatthew@pointloma.edu](mailto:jmatthew@pointloma.edu)

**Appointments:** Schedule online  
[calendly.com/drmattews](https://calendly.com/drmattews) ([Links to an external site.](#))

### **COURSE DESCRIPTION**

The internship/practicum experience presents opportunities for students to pursue practical work in their chosen field of study that relates to their professional plans. The department expects the student to have completed coursework and have the necessary experience to carry out the objectives of the internship as well as possess the habits and motivation to be of benefit to the sponsoring agency. Furthermore, the student must understand that he/she represents Point Loma Nazarene University during the entire internship and therefore should act professionally and ethically at all times.

### **INTERNSHIP GUIDELINES**

## - Recommended Hours

3 credits = 10-12 hours/week, at least 8 weeks

2 credits = 8-10 hours/week, at least 8 weeks

1 credit = 4-6 hours/week, at least 8 weeks

There is flexibility in hours per week as long as the total hours are completed. It is suggested, however, that the internship not be less than four weeks in length and not continue longer than two terms (15 weeks). Be sure to plan in advance and to communicate your internship plan to your advisor.

## **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.

## **COURSE LEARNING OUTCOMES (CLO)**

An essential component of the Internship/Practicum experience is to give the graduate student direct, relevant experience in her/his discipline. Therefore each internship experience should accomplish at least 3 of the Learning Outcomes of the MS-KIN program (see below). The intern and coordinator should agree on which of the following MS-KIN program learning outcomes will be met by the internship experience. The two will work together to evaluate the extent to which the student met these outcomes as a result of the experience:

## **PROGRAM LEARNING OUTCOMES (PLO)**

The Point Loma Nazarene University MS-KIN graduate will be able to:

1. Appraise current research data and integrate it into professional practice to solve relevant problems and make effective decisions.
2. Work independently and with a team to persuasively communicate essential information in their discipline.
3. Demonstrate appropriate breadth of knowledge of the background and principle research in their specialization in order to conduct an independent research project.
4. Serve various populations, integrating compassionate care and the Christian faith with their professional practice.

5. Pursue an active and growing involvement in their discipline by achieving advanced certification and/or membership in a related professional organization.

## **REQUIRED TEXT & RECOMMENDED RESOURCES**

Please communicate with the professional with whom you are interning to determine the required or recommended readings, trainings and/resources to complete the experience.

## **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. Specifically given the experiential nature of the internship course, it is expected that students will spend an average of at least 5.5 hours per week over 15 weeks actively engaged within the internship site, completing a minimum of 80 hours of direct hands-on experience.

## **ASSESSMENT AND GRADING**

The requirements below represent the minimum expectations of the internship experience. The Internship Coordinator may assign additional requirements as deemed necessary and as approved by the student's Academic Advisor. Please see the Modules section for a detailed schedule of assignments.

### **Grading Points**

<b>Course Assignment</b>	<b>Points</b>

Internship Hours	300 pts.
Internship Site Description	5 pts.
Internship Plan	50 pts.
Internship Journal (9 entries @ 5 pts. each)	45 pts.
Written Reflection/Evaluation of Experience	50 pts.
Internship Project	150 pts.
<b>Total Points</b>	<b>600 pts.</b>

### Grade Scale (Percentage)

Standard Grade Scale Based on Percentage of Points Earned				
A	B	C	D	F
A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F ≤ 59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

### Grading System

Traditional letter grades (A, B, C, D, F) including plus and minus grades are used to indicate the level of scholarship earned for each course. Except for the correction of an error, all traditional letter grades are final at the conclusion of the academic term. Once the degree has been posted on the student's official transcript, no change of grade action is allowed for courses leading to the degree. The grade of C is the lowest grade acceptable for graduate credit.

### LATE ASSIGNMENTS

All assignments are to be submitted/turned via Canvas by the end of day (11:59pm PT) on which they are due in order to receive credit. (*\*note: Based on the student's length of internship, due dates will be adjusted on an individual basis to align with the student's personal internship plan*)

### EMAIL ETIQUETTE

When sending an email to the professor, students are expected to construct well-written, complete correspondence in which the **student's name and course number are noted in the subject line**. In addition, the body of the email should include an appropriate salutation as well as detailed information regarding the nature of the question or concern. The professor will respond to all emails **within 48 hours of receipt**.

## **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 graduate students to encounter God and grow in their Christian faith. There are resources for your Christian faith journey available at the [Graduate & Professional Student Spiritual Life web page](#). [Links to an external site.](#)

## **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.

## **ACADEMIC HONESTY**

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 in the Graduate and Professional Studies Catalog for definitions of kinds of academic dishonesty and for further policy information.

## **ACADEMIC ACCOMMODATIONS**

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations or adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center via [DRC@pointloma.edu](mailto:DRC@pointloma.edu) or 619.849.2486. The DRC's policies and procedures for assisting such students in the development of an appropriate Accommodation Plan (AP) allows PLNU to comply with Section 504/508 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course

and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

## **ATTENDANCE POLICY**

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), 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](#) [Links to an external site.](#) 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.

[Links to an external site.](#)

## **INSTRUCTOR FEEDBACK**

Weekly assignments will be graded as soon after the due date as possible and grades for the week will be posted to the Canvas gradebook by Wednesday night of the following week. Grades for major assignments will be posted one week after the assignment due date. If an immediate response is needed, please email the instructor, or post to [Hallway Conversations](#).

## **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](#) [Links to an external site.](#) 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](mailto: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.

## **ACADEMIC STANDING**

Graduate students at Point Loma must obtain a 3.0 GPA to remain in good standing in the MS Kinesiology program:

[http://catalog.pointloma.edu/content.php?catoid=20&navoid=1403#Academic\\_Standing](http://catalog.pointloma.edu/content.php?catoid=20&navoid=1403#Academic_Standing)[Links to an external site.](#)

Additionally, all graduate students need to earn a C or higher in all graduate courses according to the catalog grading policy (see Academic Policies in the Graduate and Professional Studies Catalog for additional detail).

### **Grading System**

Traditional letter grades (A, B, C, D, F) including plus and minus grades are used to indicate the level of scholarship earned for each course. Except for the correction of an error, all traditional letter grades are final at the conclusion of the academic term. Once the degree has been posted on the student's official transcript, no change of grade action is allowed for courses leading to the degree. *The grade of C is the lowest grade acceptable for graduate credit.*

### **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](#)[Links to an external site.](#) to view which states allow online (distance education) outside of California.