

<b>Meeting days:</b> Customized per student	<b>Instructor:</b> Patricia Leslie
<b>Meeting times:</b> Customized per placement	<b>Phone:</b> 619-849-2676
<b>Meeting location:</b> Field Site	<b>E-mail:</b> PatriciaLeslie@Pointloma.edu
<b>Final:</b> See Exam Schedule.	<b>Office location and hours:</b> RH103 Typically Tues. and Thurs. 9:30 -10:30 AM, or 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.

### **Student Outcomes**

**To Learn ~ To Grow ~ To Serve**

It is the desire of the Social Work program to support students in their life journey to lean, grow, and to serve. To this end, the Department of Sociology, Social Work, and Family Sciences has established Departmental and Program Mission Statements, as follow:

### **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 LEARNING OUTCOMES**

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Upon completion of the Criminal Justice Program, you should be able to:

1. Demonstrate comprehension of the theoretical and legal foundations of criminal justice.
2. Demonstrate knowledge of each of the components of the criminal justice system: the historical background, structure, function, and purpose. Demonstrate comprehension of the theoretical and legal foundations of criminal justice.
3. Demonstrate understanding and appreciation of the social realities, discrimination, and conflicts in the criminal justice system resulting from racial, socio-economic, and cultural inequities.

4. Demonstrate ethical and professional behavior, and apply critical thinking and problem-solving skills, in an approved internship setting.
5. Demonstrate personal capacity for entrance into the professional field of criminal justice (ethics, personal deportment, basic skills)

## **COURSE DESCRIPTION**

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The Criminal Justice Internship/ Practicum provides you the opportunity to increase your professional competence through a direct, supervised practice experience in an agency setting. The practicum seeks to enhance your identification with the criminal justice professional values, ethics, and practices. The practicum gives you the opportunity to apply and integrate skills and theory in context with professional supervision. You are encouraged to use the supervision and critical self-reflection to maximize the skills needed for a career in criminal justice.

The field experience serves as a bridge between your student status and professional status. It is a time of integration, of learning about the commonality of practice in spite of the diversity of settings and of problems or issues the entry-level worker faces. Weekly log / updates with faculty provide opportunities to share observations and challenges, and to foster continued professional development, and to reflect on the specialized role Christians can play in criminal justice settings.

***Please note: An application and Consent of Instructor are required for Practicum or Internship in criminal justice.***

## **Objectives / Student Outcomes for the Course**

By the end of the internship, you should be able to:

1. Demonstrate a basic understanding the major fields of criminal justice
2. Articulate a range of career opportunities in criminal justice and select an area for applied study.
3. Demonstrate the ability to be responsible for his/her own learning and professional development and evaluate his/her own practice.
4. Demonstrate integration of knowledge from relevant disciplines and applicable occupational skills.
5. Demonstrate entry-level competency needed for a selected internship / career path
6. Support and promote professional values, ethics, and standards.
7. Demonstrate sensitivity to diverse populations in practice.
8. Understand how Christianity influences and shapes their approach to practice.

## **COURSE CREDIT HOUR INFORMATION**

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In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for through 40 hours of supervised Field Internship per unit delivered over 15 weeks plus associated assignments and weekly consultation. Specific details about how the class meets the credit hour requirement can be provided upon request.

## **COURSE SCHEDULE AND ASSIGNMENTS**

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## Course Assignments

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

*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 criminal justice 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 field 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 CJ 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.

*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 / criminal justice curriculum. You are highly encouraged to reflect on the relationship between Christianity and your field 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.

*Reflection Paper:* A paper 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.

*Final evaluation of the practicum:* The final evaluation of the practicum is to recount your experiences in your field 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 criminal justice setting where you completed 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 field experience and Christian principles and practices.

The paper should approximate 6-8 doubled-spaced pages, using a 10-12 point font. Page borders should be 1 inch. All references must be in the format of the American Sociological Association style guide.

*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.

## Responsibilities of the Student

1. Submit an application to participate in internship.
2. Complete all PLNU and agency forms required to participate in off- campus internship setting.
3. Develop a learning agreement in consultation with PLNU field education coordinator and the practicum supervisor.
4. Complete a minimum of 40 hours spent in an agency assignment for each unit of credit.
5. Demonstrate a keen sense of responsibility for preparing for and fulfilling agency and course assignments.
6. Make and keep initial appointment with the agency.
7. Provide own transportation to the field assignment.
8. Keep all commitments to the agency with promptness and reliability.
9. When appointments or your schedule cannot be kept because of extreme emergency, notify the agency at the very earliest time possible, in advance.
10. Have flexible expectations. Show flexibility as to time available for the field assignment, special meetings, etc.
11. Be responsible for your own learning and prepare for supervisory sessions.
12. Ask for clarification from agency personnel or the faculty field coordinator if there are problems, questions, or something you want to know.
13. Keep all records as assigned by the agency.
14. Bring any problem regarding the field practicum to the attention of the faculty field coordinator.
15. Complete all readings assigned by either the field practicum supervisor or the faculty field coordinator dealing with interest areas specific to the field practicum.
16. Submit a weekly report or log 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.
17. Relate the field practicum to classroom materials and discussions.
18. Prepare a final evaluation/ reflection paper of the field practicum, which will be submitted during the exam period of the term.
19. Ensure that your field supervisor completes and submits the placement agreement, site information, and Student Evaluation forms.

## GRADING

All practicum courses are graded credit – no credit unless an outside agency requires a letter grade. The final grade is the responsibility of, and recorded by, the faculty field coordinator. The field practicum supervisor will have the greatest opportunity to observe student performance in the agency; therefore, the supervisor's recommendation and advice will be a primary factor in determining the final grade. For internships graded as “credit-no credit”, you must earn at least the equivalent of a “C” to receive credit.

No credit will be granted until the minimum of 40 hours for each unit is completed and all documentation submitted, including the field instructors evaluation. The original copy of the student evaluation will be maintained in the Sociology Department and only the grade is recorded in the Registrar's Office.

## ASSESSMENT AND GRADING

	<b>Grade scale:</b>
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Assignment Values:		GRADE SCALE	
Learning Plan	10%	A = 93-100%	C = 73-76%
Reflection paper	25%	A- = 92-90%	C- = 70-72%
Hours & Weekly reports	40 %	B+ = 87-89%	D+ = 67-69%
Final Evaluation	25%	B = 83-86%	D = 63-66%
		B- = 80-82%	D- = 60-62%
		C+ = 77-79%	F = 0-59%
<b>Practicum is graded CR/ NC. You must receive 73% or higher to receive "CR".</b>			

### ATTENDANCE AND PARTICIPATION – PLNU Policy Statement

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings (3 sessions), the faculty member has the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent (6 sessions), the student may be de-enrolled without notice. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of W or WF consistent with university policy in the grading section of the catalog. See [Academic Policies](#) in the (undergrad/graduate as appropriate) academic catalog.

<http://catalog.pointloma.edu/content.php?catoid=8&navoid=864>

### ACADEMIC HONESTY – PLNU Policy Statement

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. As explained in the university catalog, 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. Violations of university academic honesty include cheating, plagiarism, falsification, aiding the academic dishonesty of others, or malicious misuse of university resources. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for a) that particular assignment or examination, and/or b) the course following the procedure in the university catalog. Students may appeal also using the procedure in the university catalog. See [Academic Policies](#) for further information.

### ACADEMIC ACCOMMODATIONS – PLNU Policy Statement

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 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. ([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 academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) 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.

A student who does not wish to utilize accommodations in this course should meet with faculty and must advise the DRC in writing.

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.

### **COPYRIGHT POLICY – PLNU Policy Statement**

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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.

### **FINAL EXAMINATION POLICY- PLNU Policy Statement**

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Successful completion of this class requires taking the final examination **on its scheduled day**. The final examination schedule is posted on the [Class Schedules](#) site.

## **FIELD HANDBOOK – CRIMINAL JUSTICE**

### **Field Education Internship / Practicum Criteria**

Only students who have completed pre-requisite courses may apply for field study.

1. Have received acceptance for enrolling in courses at PLNU
2. Have declared Sociology – Criminal Justice as their academic concentration.
3. Submit a departmental application for Internship Placement.
4. Are in good academic standing: i.e., possess an overall college grade point average (GPA) of 2.0 or better on a four-point scale.
6. Complete an interview for acceptance with the Field Coordinator or Faculty of record.

The application, goals, expectations, requirements, learning objectives and evaluation forms for Field Education are available in the Sociology Department. Administrative arrangements for field are indicated in the Administrative Agreement signed by the supervisor in the internship setting, or in Interagency Contracts or Institutional Affiliation agreements.

### **Field Education Responsibilities**

Field education is the joint responsibility the program faculty, the agency providing the placement setting, the Field Instructor, and the student. In general, Program Faculty hold responsibility for overall program administration, selection, training, and monitoring of field practicum site educators. To fulfill these responsibilities, the Field Coordinator confers with students and placement settings; clarifies educational objectives and standards with the students and instructors; arranges mechanisms for communication; and provides on-going liaison between the Program, student, and field setting; and provides regular opportunities for field instructors input into the evaluation and modification of the internship curriculum.

Students who are granted permission to engage in Field Education hold responsibility for demonstrating professional responsibility; adherence to University policies and administrative agreements governing field education; providing transportation to the field assignment; ensuring prompt execution of commitments to the Field Agency; engaging in field education activities in a manner portraying professionalism; engaging in the learning process; preparing for supervisory sessions; demonstrating an attitude of service and personal flexibility in schedule; asking for clarification from agency personnel or the faculty field coordinator if there are problems, questions, or concerns about field education; maintaining client confidentiality and keeping all records as assigned by the agency; completing all tasks assigned by the Field Instructor in the highest quality possible; bringing problems regarding the field practicum to the attention of the faculty Field Coordinator or Seminar Instructor; and actively engaging in the Senior Seminar including the submittal of a weekly report to the faculty field coordinator.

**Please see PLNU Internship Policies on following pages.**

## **University Internship Policies**

The policies established for the governance of field practicum are guided by the University policies for Internships. The current policy for the University<sup>1</sup> follows:

- University Policy: An internship or practicum must be part of an approved major or concentration within an academic department. Students must meet all prerequisites before participating.
- University Policy: Each academic department offering internships or practicum for academic credit will clearly define the educational goals for these programs. Learning objectives for the student and specific expectations from the internship or practicum site must stem from educational goals.
- University Policy: Academic departments have flexibility to determine how the educational goals will be met relative to the nature of their disciplines.
- University Policy: All practicum courses are graded credit – no credit unless an outside agency requires or prefers a letter grade. Internship courses for letter grade have to be approved in advance.
- The University requires a minimum of 40 hours per credit unit for practicum.
- University Policy: Enrollment in practicum or internship must occur during the semester that the student officially begins placement.
- University Policy: Internship and practicum locations must be selected in collaboration with the department and the appropriate faculty supervisor. Students may suggest locations but agencies or businesses must first be evaluated by faculty before the site is approved.
- Educational goals and expectations must be agreed upon by the organization in order for it to qualify as an approved site.
- When needed, legal rights and liabilities of the site and University will be clearly stated and agreed to in writing before the beginning of the field experience. Two documents to assist in this requirement: Administrative Agreements with regard to Field; and an Educational Institutional Contract. All students placed in an approved field experience site are insured through the University's general and liability insurance. Additional professional bonds and insurance can be arranged when necessary.
- The University requires that the Field Coordinator to make a minimum of three contacts with the internship practicum site.
- University Policy expects department to prepare expectations of students and placements in written form.
- University Policy: The agency in which the student is placed is not to be considered an employer but is to serve as a partner in an educational experience for pre-professionals. As workplace policies change and liability concerns have arisen, the paid internship model has become more common for some programs.
- University Policy Waiver: If an approved internship includes payments for services (i.e. stipends, minimum wage, etc.) this must be stated by the agency providing the paid internship and approved by the academic program.
- University Policy states that students may not use current employment for academic credit unless the workplace qualifies under the educational policies and specific assignment is agreed upon.
- It remains the goal of the University that agencies and businesses will be located by the academic department and will participate with the University to provide valuable educational experiences, whether paid or not. Non-paid experiences can be mutually beneficial to both the sponsoring agency and the student, particularly if they are less encumbered by profit expectations. Students should be encouraged by faculty supervisors to pursue paid / non-paid experiences with equal enthusiasm. In some instances, after placement, Field Education sites offer interns opportunities for student stipends or part time employment. In these cases, the Field Instructor and Faculty Field Coordinator discuss the feasibility of completing the

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<sup>1</sup> Academic Policies Committee, March 7, 2002



learning agreement, and determine the appropriateness of allowing the student to segregate internship hours and duties from employment.

### **General Policies at PLNU**

- Applicable Catalog. The student is ultimately responsible for the fulfillment of all requirements for graduation in the *Catalog* in effect at initial enrollment. Those who opt for a subsequent *Catalog*, however, must notify the Records Office and meet all requirements in that *Catalog*. Students who have not been registered for three or more regular semesters come under the *Catalog* in effect at the time of re-entry, unless an academic policy petition is filed and approved by the Vice Provost for Academic Administration.

<http://www.pointloma.edu/experience/academics/class-schedules>