

Spring 2017

Meeting days: 1x per week; Customized for each student	Instructor title and name: Patricia Leslie
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Additional info:	Office location and hours:
Final Exam: See on-line exam schedule	Additional info:

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 Mission

As followers of Christ, our mission is to nurture servant scholars who critically evaluate social and cultural patterns, and constructively engage as agents of hope.

COURSE DESCRIPTION

Designed to provide experience in applied settings. A minimum of four hours per week for a full semester is required for each unit of credit. ***Because the placement and plan for internship are developed in consultation by instructor, student, and agency the course syllabus is customized to the student and setting.*** The course may be repeated for up to a total of six units of credit. Students may receive credit for a maximum of six units for internship whether Sociology 471 or [SOC 472](#). An application for placement and consent of instructor are required. Graded Credit/No Credit.

COURSE GENERAL EXPECTATIONS

An application of core concepts and principles to service, professional, ministry, or research experiences. Course content includes: brief review of structure and mission of a particular organization, and matching of your interest with application of the knowledge gained through experience within a selected social context. The course is designed to be application in a variety of settings. As a result, this applied learning course fosters critical thinking and reflection that may be used across disciplines.

Regular and active participation in professional or service activities or ministry in the community in accordance with the Learning Plan developed for you with the faculty and internship setting. A weekly report or log is required and helps to

highlight successes and address challenges. You are expected to fulfill the requirements of internship with limited supervision. Internship is practical application of the skills, knowledge and values and ethics associated with your discipline. Regular participation and professional deportment are expected.

PLNU strives to be a place where you grow as whole persons. To this end the University provides opportunities resources for you to encounter God and grow in your application of Christian faith. Internships and applied Independent studies offer structured opportunities to learn, grow, and serve.

COURSE CREDIT HOUR INFORMATION

The minimum number of applied internship hours is established in accordance with PLNU policy. Four hours of application are required for each unit of credit. You maintain a weekly record of hours completed that is verified by your internship setting. Credit hour documents will be provided upon request.

COURSE OUTCOMES

Demonstrate the ability to be responsible for your own learning and personal development by creating and evaluating your own learning plan.

- (1) Describe the environment / context of your practicum setting.
- (2) Reflect upon and interpret your practicum experience in more than one way using theories or concepts from your major area of study.
- (3) Describe at least one impact of their service activities to others in the community.
- (4) Demonstrate awareness of the human and social dynamics impacting your practicum experience.
- (5) Describe a personal perspective that was affected by the experience.
- (6) 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.

COURSE SCHEDULE AND ASSIGNMENTS

- This section of the syllabus is customized for each student.

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)	Within 5 days of placement
Learning Plan – Using Standard Form	10 days after placement
Weekly Updates – Each Friday by 10:00 AM- Using Standard Form	Fridays, January 20 – May 4 th .
Applied assignment –See description	Monday prior to Easter Recess April 10, 2017

Reflection paper – See prompt	Friday April 28,2017
Supervisor’s Evaluation of Student (Completed by Supervisor, you are responsible for ensuring that it is submitted) (Form D)	Final Exam Date
Verification of Hours	Final Exam Date
Final	Per PLNU Final Exam Schedule

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. SOC471 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 40 hours per unit and a minimum of 67% of available points must be earned. You will complete assignments in each of the following categories. Points are distributed by percentage:

- Weekly reports 25%
- Completion of hours 30%
- Project/ Assignments 20%
- Final Exam or final paper 25%

ATTENDANCE AND PARTICIPATION – PLNU Policy Statement

Regular and punctual attendance at all classes is essential in internship and practicum courses. If the student is absent from more than 10 percent of scheduled session, the faculty member can file a written report which may result in 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. See [Academic Policies](#) in the Undergraduate Academic Catalog.

INCOMPLETES AND LATE ASSIGNMENTS – PLNU Policy Statement

All assignments are to be submitted/turned on the date due. Updates must be provided weekly to the assigned faculty. Assignments turned in late are subject to a penalty in points of 10% unless arrangements are made with faculty in advance.

ACADEMIC HONESTY - PLNU Policy Statement

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.

ACADEMIC ACCOMMODATIONS – PLNU Policy Statement

If you have a diagnosed disability, please contact PLNU's Disability Resource Center (DRC) within the first two weeks of class to demonstrate need and to register for accommodation by phone at 619-849-2486 or by e-mail at DRC@pointloma.edu. See [Disability Resource Center](#) for additional information.

FINAL EXAMINATION POLICY – PLNU Policy Statement

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. No requests for early examinations or alternative days will be approved.

COPYRIGHT POLICY – PLNU Policy Statement

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COURSE ASSIGNMENTS

This document provides general descriptions for each type of written assignment required for SOC471 – Internship. The core assignment in the course is active participation in an agency setting and completion of the activities in the approved learning plan.

DESCRIPTION OF ASSIGNMENTS

Forms Required Prior to Placement

The following forms must be submitted in before your placement is considered valid.

- Form A: Application for Internship – Describes your interests and readiness for placement
- Form B: Placement Information – Contact information for the internship setting
- Form C: Confirmation of Placement – Agreement signed by agency and student accepting placement
- Form D: Supervisor’s Evaluation of Student Intern
- Form E: Agency - University- Agency formal agreement (if requested by internship location).

Internship Plan and Learning Agreement

An individualized Internship Plan and Learning Agreement 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 an overview of the internship plan. A learning agreement serves 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. Sample forms are provided.

The learning agreement is created using a standardized form which is to be completed during the first 10 days of the internship. This will serve as a guide for the term of the internship, 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 career of choice; or application of a skill from another discipline such as communications, politics, psychology, social work, criminal justice, 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. A standard report form is 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 field placement in the weekly logs. This will help you when you prepare your reflection paper and evaluation of internship. 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.

Student Evaluation of the Internship

The final evaluation of the internship 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 sociology 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 10 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.

Supervisor's Evaluation of the Student Intern

Your internship supervisor at the agency must complete a brief evaluation of your performance. There is a simple form (Form D) 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.