

Course Syllabus

Department of Sociology, Social Work and Family Sciences

CHD 4075 (2 or 4) Child Development Internship

Spring 2020

COURSE GENERAL INFORMATION

Dates: January 14 - May 8, 2020

Credit Hours: 2-4 units

Online: PLNU Canvas

Prerequisite: Senior standing in the Department of Sociology, Social Work and Family Sciences. Consent of department chair.

Face-to-face meeting times: Monday from 3:00 to 3:55 PM on 1/27, 2/3, 2/10, 2/24 & 4/27 in the Evans Conference Room.

Individual appointment: 20 minutes in Evans 102 to be scheduled with the instructor on Monday 2/3. Go to [link](#) to schedule time or look in e-mail for link sent on 1/27

COURSE INSTRUCTOR

Instructor: Dr. Jody L. Roubanis, CFCS

Email: JodyRoubanis@pointloma.edu or 562/673-6401 (text or call between 8AM & 8PM)

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.

COURSE DESCRIPTION

Career-related work experience in which students observe and actively participate using their acquired skills and knowledge. Students are under supervision of a department faculty supervisor and a qualified on-site supervisor. Two (2) units of credit will be given for 80 hours of work experience; four (4) units of credit will be given for 160 hours of work experience.

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.

DEPARTMENT STUDENT LEARNING OUTCOMES (DLO)

1. Students will examine the value of societal diversity and ethical treatment of others as a result of their Christian faith.
2. Students will identify specialization career paths, and develop an appropriate career plan within a profession of Family and Consumer Sciences.

COURSE STUDENT LEARNING OUTCOMES (CLO)

1. Identify the functioning of a business, organization, social service, or educational setting.
2. Identify specific professional responsibilities within a business, organization, social service, or educational setting.
3. Examine the professional-client relationships within an internship setting.
4. Compare the many career options within one's field of study.
5. Develop a network with professionals in a professional setting.

REQUIRED TEXT

There are no required texts for this course.

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. All supplemental materials posted on this course site (including articles, book excerpts, or other documents) are provided for your personal academic use. These materials may be protected by copyright law and should not be duplicated or distributed without permission of the copyright owner.

COURSE REQUIREMENTS

INTERNSHIPS

1. Locations of Internships:







- Internship locations must be selected in collaboration with the Chair of the Department of Family and Consumer Sciences.
- Educational goals and expectations of the student must be agreed upon by the agency, organization, or business and FCS Department Chair in order for it to qualify as an approved site.
- Past employment or volunteer work may **NOT** be used for retroactive academic credit.
- PLNU academic internship assignments are usually not paid positions. It is believed that the agency in which the student is placed will not be considered an employee, but is to serve as a partner in the educational experience for pre-professionals.
- Students may **NOT** use current employment locations for credit.

2. Internship Guidelines

Student Guidelines for a Successful Internship:

- Clearly define your assignments, clarify your work hours and length of commitment.
- Specify the training you will receive.
- Arrive on time; be enthusiastic and eager to learn.
- Follow through on all your commitments.
- Dress in the same style as your co-workers, or more professional.
- Cultivate positive relationships with all staff.
- Ask questions when you don't know the answers.
- Prioritize your time and your tasks.
- Learn the written and unwritten rules of conduct.
- Respect the hierarchy of authority.
- Establish regular supervision and performance reviews.
- Set a time for a final evaluation when the internship concludes.
- Ask for a letter of recommendation if you fulfill your objectives.
- Write a thank you letter for your appreciation of your internship.

3. Internship Requirements

- Third Friday of Semester: [Internship Proposal](#)  and [Agreement](#) 
- Mid-Term Semester: [Mid-Semester Self-Evaluation Report](#)  and [Mid-Semester Site Supervisor Evaluation Report](#) 
- Wednesday of Last Lecture Week in Semester: [Final Site Supervisor Evaluation Report](#) , [Final Time Sheet](#),  Internship Journal.
- Weekly Internship Class: As stated above several face-to-face meetings will be held. For weeks that no face-to-face meeting is scheduled there may be a phone conference scheduled. If the student has any immediate question, they are highly encouraged to call or text the instructor.

End-of-Course Survey

Students are requested to complete the end-of-course survey. The survey is handled through the CTL office and a link will be sent to your PLNU email account. Results are anonymous, aggregated and the program sends blind results to the instructors at the end of each term.

Academic Honesty Statement

Students will complete an academic honesty statement during the final week of the course.

COURSE GRADING

Instructors will regularly release grades to individual students as indicated during Week 1 of class and in compliance with FERPA regulations. It is important to review instructor responses on assignments as these comments are intended to help you improve your work. Final grades will be posted within ten days of the end of the class.

- Internships are graded Credit/No-Credit.
- 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 the semester, an IP grade may be awarded; internship will then be completed within 4 weeks.

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 2 or 4 unit class delivered over 15 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their course work. Specific details about how the class meets the credit hour requirement can be provided upon request.

COURSE RESOURCES

1. Libraries

As a Point Loma student, you have full access to our [library resources](#)[Links to an external site.](#). In addition to the textbooks assigned for this course, Point Loma's Ryan Library provides full content online for eBooks, videos, journal articles, trade publications, newspapers, and other resources. These full-text online resources can be printed, emailed or downloaded, and are accessible 24/7. Access to library resources from off campus requires authentication using your name and your PLNU ID number. Spend some time browsing the library website and explore the books, journals, and media resources available to you as a Point Loma student. For more information or questions, contact the library staff at: [Ryan Library](#)[Links to an external site.](#)

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2. Internet

The internet gives students access to a large quantity of information. Much of the most reliable, scholarly, and up-to-date information, however, is not available through commonly used search engines like Google, or Yahoo, or through popular sites such as Wikipedia. In order to access some of the better resources and to consult current journals, it is

usually necessary to have a subscription and password to a specialized search program. Fortunately, all students at Point Loma are able to access well-respected journals and periodicals through Point Loma's subscription services available through the Ryan Library. Although some sites are popular resources in the general community, they are not accepted as reliable reference works in most classes. Be sure to check the quality of the source of the information and the date of publication or production.

SWF DEPARTMENT POLICIES AND PROCEDURES:

Note: Failure to abide by the rules will negatively affect your grade.

1. **CLASS ATTENDANCE:** Class attendance is essential for success in this class and will be measured through your participation in online discussions.
2. **WORK COMPLETED IN THIS COURSE:** Student work completed in this course may be used in course materials now and for future professional purposes. Photos taken in the course are the property of the professor and may be used on the department website, in grant applications, in scholarly publications or in other materials.
3. **EMAIL:** Check PLNU email and Canvas regularly for any new postings or communications from the instructor.
4. **EMAIL RULES:**
 1. Use the subject line, include the course number, ex: FCS 480
 2. Allow 24 – 48 hours for a reply
 3. NO ALL CAPS
 4. Email is not for submitting assignments. All assignments are to be submitted through Canvas.
5. **LATE POLICY:** Due dates are enforced rigorously.
6. **EMERGENCIES:** An emergency will be evaluated on its merits. Documentation may be requested.

COURSE POLICIES

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.

1. Academic Honesty

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 PoliciesLinks to an external site.](#) for further information.

2. **Identity Fraud**

Committing identity fraud is considered particularly serious and could have legal as well as institutional implications. Any student who has another individual impersonate or in any other way commit identity fraud in any course, assignment, exam, or any type of academic exercise will be permanently suspended from Point Loma.

3. **Attendance Policy for Fully Online Courses**

Students taking online courses are expected to attend each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes posting in a graded activity in the course. (Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.)

Students who do not attend at least once in any 3 consecutive days will be issued an attendance warning. Students who do not attend at least once in any 7 consecutive days will be dropped from the course retroactive to the last date of recorded attendance.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor. Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

Attendance Policy for Hybrid/Blended Courses

Students taking hybrid/blended courses are expected to attend each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes posting in a graded activity in the course and attending face-to-face class meetings. (Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.)

Students who do not attend at least once in any 3 consecutive days in the online course will be issued an attendance warning. Students who do not attend at least once in any 7 consecutive days in the online course or face-to-face sessions will be dropped from the course retroactive to the last date of recorded attendance.

4. **Participation**

Your participation (think of this as 'contribution') in the course is monitored and graded. Your interaction with the course content, the instructor, fellow students, and the learning process directly influences your level of success in the course. You need to demonstrate that you have truly completed the assigned readings, shared what you learned from them, and demonstrate understanding and application of the concepts presented. Participation in the course will benefit your overall online experience as well as the experience of others in the course.

5. **Withdrawal**

If you need to withdraw from the class, please notify the instructor **and** your Point Loma advisor immediately. A student may withdraw by the end of the first week of class and receive a grade of W. If a student withdraws from the program, he/she must submit a letter for withdrawal. A last date to withdraw is posted in the Academic Calendar on the PLNU website. Students will be assigned a grade of W or WF consistent with Point Loma Nazarene University policy in the grading section of the catalog. Failure to attend class does not constitute a withdrawal and students will receive an "F" if not properly withdrawn. Withdrawing from a class may result in a graduated refund and may affect your financial aid. Be sure to contact your financial aid counselor.

6. **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](#) page.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work. If you do need technical help you may click on the HELP button (located on the top-right corner of Canvas) and choose from whom you want assistance, or you may contact the campus helpdesk (619-849-2222).

7. **Grammar and Spelling Check**

Students are required to submit work that represents college-level English abilities, including excellent grammar and spelling skills. Students should use proper grammar when completing coursework, including posts in the class discussion. All online information should represent your academic work at Point Loma.

8. **University Catalog**

For additional Point Loma policy items, review the [Point Loma Nazarene University Catalog](#)[Links to an external site.](#)

9. Accessibility of Historical Data in Point Loma Classes

PLNU strives to protect and preserve student data in accordance with FERPA laws. It is important for students and faculty to note that due to the nature of digital information, no data transmitted via emails or online learning management systems is entirely free from observation. The contents of this class, including the class discussion, may be monitored by PLNU faculty and staff at any time for the purposes of assisting students, gathering data, instructor training, or assessing the program.

10. Confidentiality of Course Discussion and Assignments

Materials posted to the class discussion or to an assignment thread are for class use only. Students and faculty are to protect the confidentiality of all classroom materials and should never transmit any classroom materials without specific written permission of the person quoted and the instructor.

11. Academic Accommodations

If you have a diagnosed disability, please contact Jean Moncada in the Center for Student Success (CSS) within the first two weeks of class to demonstrate need and to register for accommodation by phone at (619) 563-2849 or by e-mail at jmoncada@pointloma.edu. Ask your academic advisor or program director for any additional accommodation information.

12. Spiritual Care

A cornerstone of a PLNU education is helping students realize their mental, physical, social, moral, and spiritual ideals. Understanding and living out a personal commitment to faith and our Wesleyan heritage are means for achieving self-worth and understanding, the motivation for building a just social order. Students receive support to build skills and habits in spiritual formation that motivate a life of service which is lifetime. PLNU encourages community engagement among students, faculty, and staff that honors service to others as an expression of that commitment.

13. Incomplete and Late Assignments

All assignments are to be submitted through Canvas. For full credit, all assignment are to be completed and submitted by the date designated in the syllabus. Assignment will be accepted until the last day of the course, but points will be deducted for late assignments.

All assignments are to be submitted by the due dates posted. There will be a 20% reduction of possible points for each day an assignment is late. If missing assignments result in the failure to meet learning outcomes, you may receive a letter grade reduction on the final grade in addition to the loss of points for missing work. No assignments will be

accepted after midnight on Sunday night, the last day of class.

While there are due dates for weekly assignments, you are welcome to post your work earlier in the week. In our discussions, late work means that others may not have the opportunity to respond to your comments. It also means that you will not have the benefit of as much interaction with other students as you will have if your assignment is posted on time. If you know you will be away on the day your assignment is due, please post your work before you leave. Assignments will be considered late if posted after midnight Pacific Standard Time on the day they are due.

14. Inclusive Language Statement

PLNU is committed to the equality of women and men and people of all ethnic and societal diversity. Recognizing the power of language and recognizing that people have often used the English language in ways that imply the exclusion or inferiority of women, certain ethnic groups, or social classes, the Department urges students, faculty and staff to avoid sexist, ethnic, or social class speech which is demeaning or offensive in public discourse, classroom discussions and in written products. A standard of inclusive language is outlined by all major academic style guides, including MLA, APA and Chicago and is the regular practice of university caliber academic work.

Information from the *MLA Handbook*: “Because good scholarship requires objectivity, careful writers or research papers avoid language that implies unsubstantiated or irrelevant generalizations about such personal qualities as age, economic class, ethnicity, sexual orientation, political or religious beliefs, race, or sex.” (*MLA Handbook*, Sections 1.10 and 1.11 – on pp. 60-63 in the 6th ed.)

Information from the *Chicago Manual of Style*: “Biased Language – language that is either sexist or suggestive of other conscious or subconscious prejudices that are not central to the meaning of the work — distracts and may even offend readers and in their eyes makes the work less credible.” (*Chicago Manual of Style*, Section 5.203, p. 233 of the 15th ed.)

- Link to the APA Manual: [APA Style \(Links to an external site.\)](#)
- Link to Inclusive Language Handbook: [A Practical Guide to Using Inclusive Language \(Links to an external site.\)](#) by Don Thorsen & Vickie Becker, Wesleyan/Holiness Women Clergy

15. Copyright Policy

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16. Instructor Feedback

Assignments will be graded as soon after the due date as possible and grades for the week will be posted to the Canvas grade book by Tuesday night of the following week. If an immediate response is needed email or phone the instructor.

ASSIGNMENTS AT-A-GLANCE

The table below lists our assignments and their due dates. Click on any assignment to review it.

Course Summary:

Date	Details	
Mon Jan 27, 2020	Assignment	Holland Vocational Personality Assessment
Mon Feb 3, 2020	Assignment	Internship Proposal Due
Mon Feb 24, 2020	Assignment	Faith Integration
	Assignment	Midterm Student Evaluation
	Assignment	Midterm Supervisor Evaluation
Mon Apr 27, 2020	Assignment	Final Presentation
	Assignment	Internship Journal
	Assignment	Self Evaluation
	Assignment	Site Supervisor Final Evaluation Report

Date

Details

Assignment

Time Sheets Due