



SAINT LOUIS UNIVERSITY
MADRID

POLS 3917 Research Internship

Saint Louis University-Madrid Campus
Division: Business and Social Sciences
Course name: Research Internship
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Course Code: POLS-3917
Prerequisites: Director approval and all requirements detailed below.
Credit Hours: 3

Course Description

The Research Internship offers students a valuable learning experience where they can apply their classroom knowledge to library research and develop a comprehensive written project. This project, which spans one semester, involves conducting extensive research, citing relevant sources, and creating a bibliography. It is an opportunity for Junior and/or Senior students to showcase their acquired skills and knowledge from the past three years while exploring a self-defined topic in-depth.

Throughout the project, students will be guided by a primary advisor who must be a Faculty member specializing in Political Science. It is recommended that students choose a director from the Faculty who can contribute expertise to their project. The responsibility of selecting and organizing the project lies mostly with the student, emphasizing independent thinking and project management from the initial idea to its final completion. The director acts as an advisor and evaluator, meeting regularly with the student to monitor progress and provide necessary guidance.

Prerequisites

- 1) Overall GPA of 2.65 / GPA of 2.85 in POLS courses
- 2) Junior or Senior standing
- 3) Meet all internship requirements as listed on the [Career Services webpage](#)
- 4) The student must be a declared Political Science major; have a prior successful completion of 12 credits of POLS courses, including POLS 2000 (Methods in Political Science).

Course objectives and outcomes

The student will work on a project where he/she will develop and demonstrate their ability to:

- Engage in and successfully complete independent work at an advanced level within his/her major
- Demonstrate critical thinking skills by analyzing, synthesizing, and reasoning with the expertise and knowledge expected of a college graduate
- Exhibit creativity and discipline in your work
- Develop an understanding of the underlying assumptions and approaches within the disciplines relevant

to your project

- Communicate ideas in writing with clarity and precision
- Maintain regular meetings and progress reports with your project director
- Participate in meetings with the committee overseeing your project
- Successfully finalize the project.

Course Credit

POLS 3917 is a three-credit course that counts as one of the POLS electives.

Grading: The work will be supervised and monitored by the Faculty Member that acts as Primary Advisor. The final grade for this course is A-F and will be determined as follows:

10% Project Proposal (1,500-2,000 words)

10% Bi-monthly reflection on the research process

80% Final Project (10,000-12,000 words)

Note: An extra-credit can be given for exceptional student performance such as innovating methodology, thorough research, original key ideas, etc.

E-mail

Campus and course announcements will often be handled by e-mail. Students should check their “@slu.edu” e-mail regularly.

Requirements for this course

- Regular meetings, monthly, at the student’s initiative, with the advisor/project director to discuss progress
- Submission of a project proposal
- Submission of a bi-monthly reflection on the research process
- Submission of the final project by the end of the internship.

Clarification on assessment

(Dates and deadlines will be agreed upon between the student and his supervisor).

Project proposal (10%): the proposal project must include between three and five pages plus bibliography. It must mention a topic, the reasons for this choice, a research question, a provisional structure for the demonstration, some of the sources that are meant to be referred to and used, as well as a timeline for the work.

Additional categories may apply depending on the methodology that the Faculty Supervisor suggests, such as including a literature review or a note on methodology for example.

Extended written project (80%): The written project is expected to be around 10,000-12,000 words, plus bibliography and annexes. It needs to include the draft of the paper ahead of its finalization, and, if possible, to present the conclusions. The student is meant to also put forward the points that she/he is finding difficulties with, and to discuss them with the supervisor.

Do not forget that quality is the critical factor here! Further advice on the style of presentation for the final project follows at the end of this syllabus.

Alongside the final project, you need to submit a *bi-monthly reflection on the research* (10%). Please use this assignment to reflect critically on how are you achieving the goals and timeline set out in the proposal? What changes has the project undergone in the process of research?

Project director selection

The candidate will select a director from among the Political Science Department Faculty. The director will guide students through this process, but in order for this to happen effectively, it is very important that students meet with faculty regularly. Students should be ready to meet **at least** once a month with the project director. Students will take the responsibility for organizing these meetings, as well as meetings with the other faculty who form the project committee.

The responsibilities of the director are:

- To consult with the student about interests and possible topics;
- To help the student select an appropriate topic;
- To advise the student on selection of a project committee and to call for meetings of the committee;
- To meet with the student regularly throughout the semester, to encourage and guide the student in research and in formulating ideas;
- To help the student build a methodology based on both intellectual references and other sources of knowledge (interviews, conferences...);
- To respond critically and constructively to early drafts, and to work with the student on refining, clarifying and polishing;
- To evaluate the student's final draft in term of standards established by the major, and to stipulate necessary revisions;
- To chair the final committee meeting and to submit the grade.

Research project committee (optional)

If the Director and/or the student deem it justified, a project committee can be set up. In this case:

- Together with the director, the student will select two other members of faculty to serve as the project committee. They can be from outside of the Political Science Department
- The committee members will meet with the student at least once a semester, advisably twice, to offer assistance on the project
- The committee will meet at the end of the semester to assess the final research project and agree on a grade.

Student's responsibilities

Projects that do not succeed are often those in which the student and the advisor have not stayed in regular contact. It is the student's responsibility to contact the director because this is an independent project, and so the student is to take primary responsibility for staying in contact with the director and the committee members. Regular meetings are important because they permit problems to be addressed. A good project is not problem-free but is one whose problems have been solved in consultation. Students need to take the initiative of staying in touch with the director and all members of the committee to gain their assistance. This is especially important when the student encounters problems.

Guidelines for the Student's Self-evaluation Process

Step 1: Summarizing the process

- Re-read your initial proposal.
- Briefly restate or summarize the goals and intention of your project as stated in the proposal;
- Describe and discuss about what modifications, new directions and insights you have had during the semester. How has your topic/focus changed and/or stayed the same.
- Where is your thinking on your topic at now?

Step 2: Discussing relevant/useful sources.

- Discuss in detail the most important works (texts, artwork, music, other sources) and their impact on your thinking during this past semester
- Think of additional sources and/or references that could be helpful for your work (experts to interview, seminars to participate too...)

Step 3: Describe what you have accomplished so far.

- Reflect on your process. Did your reading, writing, and work progress as you had expected? What went differently?
- Are you where you had hoped or expected to be at this point? What has helped you progress, what has hindered your progress?
- Write a timeline of what you've done thus far, referencing the schedule that you had planned for yourself for the semester and how well you have been able to follow it.

Step 4: Planning for next steps.

- In light of what you've learned about your topic and your own work habits on a major project, write a plan for your next steps.
- Think about what type of work schedule has worked (or failed to work) for you this past semester, and how you plan to accomplish your work in the coming semester.
- Develop a schedule (e.g., time commitments) for the coming semester.

Style Requirement for the Extended Written Project

Table of Contents

The table of contents should clearly illustrate how the project is organized. It may be brief or elaborate, but it must correspond exactly to the headings and the subheadings included in the text. A list of tables and figures may be included on a separate page following the table of contents.

Tables and Figures

The advisor can answer questions concerning tables and figures. Some general guidelines are as follows:

- Tables and figures may appear on separate pages or within the body of the text. A description of a figure should appear below it or, if there is insufficient space, on a facing page. The description of a table normally appears above it. Tables and figures should be numbered independently.
- A table that is oversized may be divided so that portions of it appear on two pages facing each other. The entire title and any footnotes must appear on the left-hand side of such over-sized tables.

Abstract

The abstract is a 200-250 word statement of the essence of the project. It should give a clear sense of the central argument, rationale for and/or concerns as well as the major areas of discussion, examples, creative experiments, etc. and their outcome. The abstract should be submitted to the committee with the final draft and will be discussed at the end of semester committee meeting.

The Form of the Project

All projects must be double spaced on A4 paper. Margins must be 1-1/2" on the left and 1" on the right, top, and bottom. Pages should be numbered consecutively, starting with the first page of text, using Arabic numerals. Page numbers should be centred at the top or bottom of the page.

If a project includes non-print material –CDs, slides, films, music scores, oversized manuscripts, etc. –one copy of such material should be submitted with the copy of the written component of the intended.

All projects must follow an accepted manual of style and consistent form of documentation, since preferred style manuals and forms of documentation vary by major and discipline. The student should check with the advisor to determine the style and form of documentation that should be followed.

The appropriate style manual should answer any questions of form that the student may have. The following information is provided as a brief overview of some major points of organization and presentation.

Sequence of Pages

The following sequence of pages is recommended:

- Preliminary pages (numbered with small Roman Numerals)
- Title Page
- Acknowledgments and/or Dedication
- Table of Contents
- List of Tables
- List of Figures
- Abstract
- Body (numbered with Arabic numerals)
- Body of Text
- Figures and Tables (if not included in text)
- Bibliography
- Appendices

To avoid any sort of confusion, the student must consult with his Director/Supervisor regarding any aspect that he is not sure or clear about.

Academic Honesty: Academic integrity is honest, truthful and responsible conduct in all academic endeavors. The mission of Saint Louis University is “the pursuit of truth for the greater glory of God and for the service of humanity.” Accordingly, all acts of falsehood demean and compromise the corporate endeavors of teaching, research, health care, and community service through which SLU fulfills its mission. The University strives to prepare students for lives of personal and professional integrity, and therefore regards all breaches of academic integrity as matters of serious concern.

The full University-level Academic Integrity Policy can be found on the Provost's Office website. Additionally, SLU-Madrid has posted its academic integrity policy online. As a member of the University community, you are expected to know and abide by these policies, which detail definitions of violations, processes for reporting violations, sanctions and appeals.

Your instructor will review these matters during the first weeks of the term. Please direct questions about any facet of academic integrity to the instructor, the chair of the department of your academic program or the Academic Dean of the Madrid Campus.

Diversity and Inclusion: Saint Louis University is committed to fostering a positive, inclusive and welcoming learning and working environment. SLU-Madrid's policies prohibit discrimination based on race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, pregnancy, age, disability, physical appearance, financial or socio-economic status, immigration status, parental or marital status, veteran status or any other protected classification of identity. Discrimination includes any form of unequal treatment such as denial of opportunities, harassment, and violence. Sex-based violence includes rape, sexual assault, unwanted touching, stalking, dating/interpersonal violence, and sexual exploitation.