

Latest as of June 16, 2020

**ISTD4910 – Internship in International Studies** (Fall 2020)

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**Course Description:** This course consists of an approved internship in an agency with the conduct of foreign relations or the national, regional, and local impact of international affairs. Most students keep journals and write an essay relating their experiences. There are no scheduled class meetings, but students are encouraged to meet with the course instructor to discuss any outstanding issues whenever they arise.

**Learning Objectives:** Students will:

- Develop strategies to work with others at the site
- Apply knowledge from previous courses to work in an international or intercultural environment
- Describe substantive international issues in the site / office's field
- Demonstrate time-management skills and an ability to prioritize
- Recommend changes that would improve the work of the host organization

**Registration:** The College of Arts and Sciences requires completion of a Learning Contract and signing of a release before approving registration.

**Finding a Site:** Interns are responsible for finding a site and making arrangements with it. Students should make it clear that this is for college credit and should provide acquaintance with a variety of tasks and activities. Though several sites may be contacted, interns should endeavor to engage only one in serious arrangements. The internship site and students must agree on a work schedule that maximizes the opportunity to benefit both the office and the intern.

**Conduct:** The student represents the University and the internship program in a professional manner. They should dress and act appropriately for their specific site. They need to keep the site supervisor notified of work schedule changes. They must practice the highest ethical standards appropriate to SLU and the site organization.

**Grades:** Students will be evaluated based on the following categories:

Midterm reflection (30%): The students must submit a ten-page midterm reflection paper by noon, October 2, 2020, Friday. It should describe the students' expectations for the internship and actual tasks, issues they faced and people they encountered and worked together, and reflections on the assignment. They must include the number of hours completed for the time period and the total number of hours. The paper must be 10 pages, using Times New Roman, 11 Font, and a standard 1-inch margin. Papers that fail to conform to this requirement will be penalized. To get full credit, students must submit the paper electronically to the instructor by the deadline. Late papers will result in reduction in grade. If they fail to submit three days past the deadline, they will receive the grade of F for the assignment.

**Final paper (40%):** The final written assignment is a paper on a topic determined by the student after discussion with the site supervisor and instructor. To reflect the academic dimensions of the internship experience, students will be required to read academic materials related to the internship content and write about them in this paper. To get full credit, the students must submit the paper electronically to the instructor by noon, November 20, 2020. The paper must be 10 pages, not including notes and bibliography, and students must use Times New Roman, 11 Font, and a standard 1-inch margin. Papers that fail to conform to this requirement will be penalized. To get full credit, students must submit the paper electronically to the instructor by the deadline. Late papers will result in reduction in grade. If they fail to submit three days past the deadline, they will receive the grade of F for the assignment.

**Site supervisor's evaluation (30%):** The students must submit to the instructor two 2-page evaluations from the site supervisor. The first report (15%) is due on the same day as the midterm reflection, and the other (15%) is due on the same day as the final paper.

Final letter grades will be assigned that correspond to the following numeric scale:

A 93-100 B+ 87-89 C+ 77-79 D 60-70  
A- 90-92 B 83-86 C 73-76 F below 60  
B- 80-82 C- 70-72

## **Title IX**

Saint Louis University and its faculty are committed to supporting our students and seeking an environment that is free of bias, discrimination and harassment. If you have encountered any form of sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the University. If you speak with a faculty member about an incident of misconduct, that faculty member must notify SLU's Title IX coordinator, Anna R. Kratky (DuBourg Hall, room 36; [anna.kratky@slu.edu](mailto:anna.kratky@slu.edu); 314-977-3886) and share the basic facts of your experience with her. The Title IX coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus. If you wish to speak with a confidential source, you may contact the counselors at the University Counseling Center at 314-977-TALK. To view SLU's sexual misconduct policy and for resources, please visit the [Office of the General Counsel](#).

## **Disability Services**

Students with a documented disability who wish to request academic accommodations must contact Disability Services to discuss accommodation requests and eligibility requirements. Once successfully registered, the student also must notify the course instructor that they wish to access accommodations in the course. Please contact Disability Services, located within the Student Success Center, at [Disability\\_services@slu.edu](mailto:Disability_services@slu.edu) or 314-977-3484 to schedule an appointment. Confidentiality will be observed in all inquiries. Once approved, information about the student's eligibility for academic accommodations will be shared with course instructors via email from Disability Services and viewed within Banner via the instructor's course roster.

Note: Students who do not have a documented disability but who think they may have one are encouraged to contact Disability Services.

## **Academic Integrity**

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 via which SLU embodies 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 governing University-level Academic Integrity Policy was adopted in Spring 2015, and can be accessed on the Provost's Office website at: [https://www.slu.edu/provost/policies/academic-and-course/policy\\_academicintegrity\\_6-26-2015.pdf](https://www.slu.edu/provost/policies/academic-and-course/policy_academicintegrity_6-26-2015.pdf).

Additionally, each SLU College, School, and Center has adopted its own academic integrity policies, available on their respective websites. All SLU students are expected to know and abide by these policies, which detail definitions of violations, processes for reporting violations, sanctions, and appeals. Please direct questions about any facet of academic integrity to your faculty, the chair of the department of your academic program, or the Dean/Director of the College, School or Center in which your program is housed.

## **Student Success Center**

In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills, learning disability), resources to support student success are available on campus. The Student Success Center assists students with academic-related services and is located in the Busch Student Center (Suite, 331). Students can visit the Student Success Center to learn more about tutoring services, university writing services, disability services, and academic coaching.

## **University Writing Services**

Students are encouraged to take advantage of University Writing Services in the Student Success Center; getting feedback benefits writers at all skill levels. Trained writing consultants can help with writing projects, multimedia projects, and oral presentations. University Writing Services offers one-on-one consultations that address everything from brainstorming and developing ideas to crafting strong sentences and documenting sources. For more information, visit or call the Student Success Center at 314-977-3484.

## **Basic Needs Security**

Students in personal or academic distress and/or who may be specifically experiencing challenges such as securing food or difficulty navigating campus resources, and who believe this may affect their performance in the course, are encouraged to contact the Dean of Students Office for support. Furthermore, please notify the instructor if you are comfortable in doing so, as this will enable them to assist you with finding the resources you may need.