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## **ISTD4910 – Internship in International Studies (Spring 2022)**

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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 issues that 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 internship site.

**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, March 11, 2022, 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 written between 2,500 and 3,000 words, using Times New Roman, 11 Font, and a standard 1-inch margin, and submitted in Word format. 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.

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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. The student must receive a written approval on the topic from the 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, May 13, 2022, Friday. The paper must be written between 2,500 and 3,000 words, using Times New Roman, 11 Font, and a standard 1-inch margin, and submitted in Word format. 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		

### **Mandatory Statement on Face Masks (as of Spring 2022)**

The required syllabus statement requiring face masks, which can be found [here](#), reminds students about the University's [Interim Policy on Face Masks](#), as well as ADA accommodation information. This syllabus statement must be added – temporarily – to every course syllabus.

### **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.

### **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 harassment, including sexual assault, stalking, domestic or dating violence, we encourage you to report this to the University. If you

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Speak with a faculty member about an incident that involves a Title IX matter, that faculty member must notify SLU's Title IX Coordinator and share the basic facts of your experience. This is true even if you ask the faculty member not to disclose the incident. 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.

Anna Kratky is the Title IX Coordinator at Saint Louis University (DuBourg Hall, room 36; [anna.kratky@slu.edu](mailto:anna.kratky@slu.edu); 314-977-3886). If you wish to speak with a confidential source, you may contact the counselors at the University Counseling Center at 314-977-TALK or make an anonymous report through SLU's Integrity Hotline by calling 1-877-525-5669 or online at [https://www.lighthouse-services.com/\\_StandardCustomURL/LHILandingPage.asp](https://www.lighthouse-services.com/_StandardCustomURL/LHILandingPage.asp). To view SLU's policies, and for resources, please visit the following web addresses: <https://www.slu.edu/here4you> and <https://www.slu.edu/general-counsel>.

**IMPORTANT UPDATE:** SLU's Title IX Policy (formerly called the Sexual Misconduct Policy) has been significantly revised to adhere to a new federal law governing Title IX that was released on May 6, 2020. Please take a moment to review the new policy and information on the following web address: <https://www.slu.edu/here4you>. Please contact the Anna Kratky, the Title IX Coordinator, with any questions or concerns.

Note: due to accreditation requirements, regulatory differences, and/or location-specific resources, the School of Law, the School of Medicine, and SLU Madrid have their own standard language for syllabus statements related to Title IX. Faculty in those units should seek guidance for syllabus requirements from their dean's office.

### **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.