Saint Louis University-Madrid Campus
Division: Business and Social Sciences
Course name: Communication Internship
Professor: Daniel Chornet
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Course Code: CMM-4910
Prerequisites: All Communication core classes (15 hours) completed plus one additional Communication course (3 hours) in area of career interest. GPA of 2.65 overall and 2.85 in communication courses.
Credit Hours: 0-6

Course Objectives: Students gain valuable on-site experience in a profession in which they have career interest. They complement their academic learning by relating it to the workplace. Students create or revise resumes to gain the attention of potential employers and to make the necessary impression. They learn the importance of cover letters and follow-up correspondence and receive advice in writing these 2 documents. They learn the do's and don'ts of interviewing, and gain confidence in the procedure by making several contacts for interviews. Students are able to add valuable work experience to their resumes, and make excellent contacts for future reference. Many internships provide good sources of recommendation for employment upon graduation. Internships also offer students a good test of career possibilities, especially when the students obtain multiple internships. Sometimes they find out what they don't want to do.

Text/Readings: No textbook is required. Students are required to visit web sites of potential internship sites prior to interviewing. They also are directed to the Career Services site, which provides complete information on procedures and policies as well as information on approved sites by category. Resume writing guides are available, and students are provided with the department internship brochure. Students can review critiques of most internship sites from former interns (on file in office of Internship Director). Proper preparation for personal presentation to a potential employer is an important part of the internship process. "Prepare for success" is a good motto for the program.

Course Outline:

Course Work Procedure: To gain three credit hours, students must complete 150 hours of work at an approved internship site (approximately 10 – 12 hours per week). To qualify, a student must have completed 18 hours of communication courses, included all core courses, and achieved a GPA of 2.65 overall and 2.85 in communication. Each intern applicant must follow supervised procedures in resume preparation, cover letter writing and interviewing. Career Center counseling is encouraged. Students are required to submit a resume and a sample cover letter for the Internship Director’s review and editing and receive instruction in interviewing.

- A daily log. The daily log must be sent every two weeks to the Internship Director. In the daily logs, students should not only describe what they did, but also reflect on it and describe their perceptions of the experience. Additionally, students should demonstrate that they are aware of how their internship experience complements their major and at the same time, how their major has provided them with the tools to perform successfully in the internship.
• An evaluation report is due at midterm from the intern’s supervisor.

• **Meeting with Faculty Course Advisor**
  When you are at least halfway done with your internship, you must schedule a meeting with Dr. Chornet to discuss your development in the internship. Consider what you have learned throughout your studies, how that compares to what you have experienced on the job, and how you have implemented the theories and concepts you learned in class.

• Upon completion of 150 hours, the intern submits a four-page critique of his/her experience and a final evaluation from the internship supervisor. These final critiques remain on file for the future reference by students who may be interested in the specific sites in subsequent semesters.

**Grading is Pass/Fail.** Students can qualify for two internships, but only one is accepted as part of the required 40 hours for communication. The two internships must be with two different employers.

**Attendance Policy:**

**Work Requirements:** To gain three credit hours, students must complete 150 hours of work at an approved internship site (approximately 10–12 hours per week). The organizations approved as internship sites are aware that schedules must be flexible to allow students to attend classes, prepare for and take exams, and take advantage of holidays, etc. Students and site supervisors meet to agree upon work schedules for mutual satisfaction. Students are then obligated to follow through and be on site as agreed upon, and to give sufficient advance notice if a conflict occurs or personal issues (such as health problems) interfere. In other words, students are expected to be responsible and fulfill scheduling obligations. Students are expected to keep a daily work log for reference when writing midterm and final reports.

**Grading and Assignments:** Grading is pass/fail. This is because there is no way for the Internship Director to accurately judge performance on site. Performance analysis is based on reports from students and from internship site supervisors. Organization site supervisors evaluate the students’ performance based on uniform criteria supplied by the communication department internship director, which includes a standard rating scale. These evaluations are submitted at midterm and upon completion of the internship along with the students’ internship activity reports. Concerns or problems will be addressed when evaluations or reports indicate unsatisfactory performance by the student or by the personnel at the site, or if either party fails to meet expectations. In this case, the department Internship Director determines proper action based on discussions with the student and site supervisor. This may involve a simple phone call to resolve issues, or in extreme cases may require withdrawing the student from the internship and relocating the student to another site. This has happened only on rare occasions, but the interests of the students must be protected, and the reputation of the school and the department must be maintained. Sites that do not meet the standards of the department will not be approved for credit.
Students are encouraged to report internship experiences to the Internship Director informally throughout the semester. Drop-in visits during posted office hours are recommended. Students or site supervisors should report concerns as early as possible so that they can be resolved immediately. Problems should not wait for midterm or final reports.

**Summary:** An internship is a valuable resource in preparing you for a successful career in the dynamic and expansive world of communication. It often is difficult to secure a meaningful job upon graduation because employers usually look for experience. New college graduates seldom have work experience related to their career interests. An internship provides an opportunity to get that important experience. Even if the company with which you have completed your internship does not hire you, the experience listed on your resume may lead to many other job openings. The contacts made during the internship give you excellent references and possibilities for networking. Today’s competitive conditions almost demand that students complement their formal education with career related experiences. An internship provides the important transition from the academic environment to the work environment. The internship has become the preferred method of screening and selecting for both student and employer. In talking with many businesses, “60 Minutes” interviewers found that without an internship, a graduate may find chances of entry employment greatly diminished. With so many thousands of graduates trying to step from academic life into business life, an internship could make the difference in your efforts.

**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.

If you experience or witness any kind of discrimination, you are encouraged (but not required) to report the incident to the SLU-Madrid's Department of Student Life, whose office is located in Padre Rubio Hall (marta.maruri@slu.edu; +34 915 54 58 58, ext. 213. You can also report the incident to the University's Hotline (900-99-0011; then enter 877-525-5669 when asked for the hotline number).
Please know that instructors have a responsibility to inform SLU-Madrid when made aware of incidents of discrimination, harassment sexual misconduct, and/or related retaliation, to ensure that individuals impacted receive information about options for reporting and support resources. If you wish to speak with confidential resources are available on campus and off campus:

- Counselors at SLU-Madrid’s Wellness Center, located on the third floor of San Ignacio Hall (wellness-madrid@slu.edu; 915 54 58 58, ext. 230).
- Counselors at Sinews Multilingual Therapy Institute, SLU-Madrid's off-campus counseling and mental health services provider (www.sinews.es; 917 00 19 79).
- SLU-Madrid's Campus Minister, Fr. James O'Leary, S.J. (james.oleary@slu.edu; 915 54 58 58, ext. 279).

Additional information and resources are posted on our Safety and Security and Community Standards webpages.

Disability Accommodations and Learning Resources: 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. Students who think they might benefit from these resources can find out more about:

- Course-level support (e.g., faculty member, departmental resources, etc.) by asking or emailing your course instructor.
- University-level support (e.g., tutoring/writing services, Disability Services) by contacting the Academic Dean's Office (advising-madrid@slu.edu) or by reviewing the Academic Resources website online.

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 disabilityservices-madrid@slu.edu or +34 915 54 58 58, extension 242 or 249. 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. Note: Students who do not have a documented disability but who think they may have one are encouraged to contact Disability Services.

For more information about academic accommodations, see the SLU-Madrid Disability Services webpage.

Needs Security Statement: 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 Marta Maruri, SLU-Madrid’s Director of Student Life (marta.maruri@slu.edu or +34 915 54 58 58, ext. 213) 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.

Use of Posted Course Content: SLU-Madrid prohibits recording and transmission of classroom lectures and discussions by students unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur. Recordings, course materials, and lecture notes may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than study by students enrolled in the class. Public distribution of such materials may constitute copyright infringement in violation of Spanish law. Violation of this policy may subject a student to disciplinary action in accordance with SLU-Madrid policies on Student Rights and Responsibilities and Community Standards.

GDPR Norms Concerning Class Recordings: In accordance with General Data Protection Regulation (GDPR), we inform you that as a participant within this on-line classroom, your image and voice may be recorded by Saint Louis University in Spain, S.A., CIF A28654879, in 28003 Madrid (Spain), Avenida del Valle
34, for the sole purpose of the instruction of the said class that you are registered in. This information will be stored for the duration of the on-line class and erased thereafter by the professor of the course. Should you not want your image or voice to be a part of this class recording, please contact your professor to indicate that you will be turning your camera and microphone off and be participating via chat.

In addition, we would like to inform you that all recordings will be available to you in Blackboard and are exclusively for the use of the participants of the said class and should not be published on any other platform without the prior consent of all participants that may appear in the recording.

According to the rights conferred by the current GDPR regulation, you may exercise your rights of access, rectification, limitation of treatment, deletion, portability and opposition to the processing of your personal data, as well as the consent given for the treatment of it by directing your requests to the address indicated above or by sending an email to dpo-madrid@slu.edu.

De acuerdo con el Reglamento General de Protección de Datos (RGPD), le informamos que, como participante en esta clase on-line, su imagen y voz pueden ser grabadas por Saint Louis University in Spain, S.A., CIF A28654879, sita en la Avenida del Valle, número 34, en Madrid (CP 28003), España, para el único propósito de la enseñanza de la citada clase en la que usted está matriculado. Esta información se conservará en el tiempo de duración de la clase on-line, y será borrada después por el profesor del curso. Si no desea que su imagen o voz formen parte de la grabación de esta clase, desconecte su cámara y su micrófono, y participe en la clase vía chat.

Además, nos gustaría comunicarle que todas las grabaciones estarán disponibles en Blackboard para el uso exclusivo de los participantes en la citada clase, y no deben ser publicadas en ninguna otra plataforma sin el consentimiento previo de todos los participantes que aparecen en la propia grabación.

De acuerdo con los derechos conferidos por la regulación actual RGPD, usted puede ejercer sus derechos de acceso, rectificación, limitación del tratamiento, borrado, portabilidad y oposición al procesamiento de sus datos personales, tanto como al consentimiento dado para su tratamiento, dirigiendo su solicitud a la dirección indicada debajo o enviando un correo electrónico a dpo-madrid@slu.edu.