

Saint Louis University-Madrid Campus
Business and Social Sciences
IB-4910-M01 - International Business Internship

Saint Louis University-Madrid Campus
Division: Business and Social Sciences
Course name: International Business Internship
Professor: P Saona
Email: paolo.saona@slu.edu
Course Code: IB-4910
Prerequisites: Detailed on SLU-Madrid Career Services Webpage and below
Credit Hours: 3

Course Description: The internship program offers students the opportunity to gain professional experience and develop important skills by working in a company in the Madrid area. The internship is also intended to benefit the participating organization through student contributions. The student will earn course credit for the internship as outlined below.

Prerequisites:

- 1) GPA of 3.0 and above.
- 2) Junior or Senior standing.
- 3) Fluent English and Spanish (300-level Spanish required).
- 4) Ability to work 5 days a week for a minimum of 15-20 hours per week for a minimum of 90 days. Students must work a minimum of 180 hours.
- 5) Complete an interview with the Internship Coordinator and a Spanish professor prior to the actual company interview.
- 6) Prior completion of the following courses is highly recommended ECON-1900 (Principles of Economics); ACCT-2200 (Fundamentals of Financial Accounting); FIN-3010 (Principles of Finance); MKT-3000 (Introduction to Marketing Management).

Course Registration:

Students must submit all required documents as outlined on the Career Services webpage to the Internship Coordinator. Students must then obtain an internship and meet with the Faculty Director to complete the Internship Agreement Form (available on the Career Services webpage). Upon acceptance in an internship position, students will be enrolled in the course.

Course Objectives and Learning Outcomes:

In addition to fulfilling the job requirements, students are required to complete the work outlined below:

1) Personal Development Goals

Once the internship is obtained and you have had an opportunity to meet with the Workplace Mentor to discuss the details of the job, you must submit a written outline of your internship responsibilities and your personal development goals for the experience. This plan should include the following elements:

1. Description of the job you are expected to fulfill.
2. Contribution you hope to make to the firm or department.
3. Personal goals you hope to achieve and the skills you hope to develop.

4. How you expect your internship to relate to what you have learned as a student of international business.

2) Journal

You are required to keep a daily journal of your work. This journal should be updated on a daily basis in order to record what takes place on the job. This involves a description of the assignments and other duties you perform for the company, the challenges you face, the thoughts you have and the key learning that takes place. Discuss how your work relates to what you have learned as an International Business student. The journal must be submitted on a bi-weekly basis to the Internship Coordinator.

3) Bi-weekly Analysis

You will meet every two weeks with the Internship Coordinator to discuss your progress and the **final work sample**. At that meeting, you must submit a problem or procedure analysis to your Internship Coordinator. The bi-weekly analysis is to focus on one of two areas:

Analysis of a Problem or Project – you must cover the following in your report:

1. Problem statement
2. Action plan
3. Results
4. Conclusions and recommendations
5. Learning – How does this compare to what I have learned in my classes at SLU-Madrid?

or

Analysis of a Procedure – you must cover the following points:

1. Description of the processes of different activities within the company
2. Coordination of the processes
3. Possible improvements
4. Learning - How does this compare to what I have learned in my classes at SLU-Madrid?

The bi-weekly analysis is different from your journal. Your journal is to keep a track record of what you do on a regular basis; the bi-weekly analysis is to **analyze** a specific work activity or situation.

4) Meeting with Faculty Course Advisor. When you are at least halfway done with your internship, **you must schedule a meeting with Dr. Saona** 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.

5) Final overview of the company and your contribution

There are two core components:

1. The Company
 - i. Describe the company in which you have done your internship, their mission and objectives.
Analyze the macroeconomic environment of the company via a SWOT analysis. In the case of a non-profit organization, focus the SWOT analysis on the ability of the firm to fulfill its objectives.
2. Student and Personal Development
 - i. Describe how the work you did relates to the firm's mission and objectives.

- ii. Analyze the following aspects of your work and development:
 - a. The activities you carried out.
 - b. The challenges you faced.
 - c. The skills you obtained.
 - d. The goals you achieved.
 - e. How you implemented concepts you learned in class. What theories you saw in practice in the workplace.
 - f. How you will apply the key lessons learned as you develop in your career.
 - g. The personal or professional areas you hope to improve on as you develop in your career.

6) Work Sample

Students must submit a sample of their work. This will vary from student to student, depending on the nature of the internship. It can be a spreadsheet, a website, a press release, a report, etc., but prior approval of the artifact by the Internship Coordinator is required. Include an explanation of the sample – explain why you created it and the process you followed.

7) Submitting the Final Project

The final written project you turn in will incorporate all written work you completed for the course (Points 1 – 6 above).

On the job commitment:

1. Student:

- Fulfill the hours and follow the norms set by the company.
- Fulfill the job outlined by the company.
- Maintain contact with your Workplace Mentor and the Internship Coordinator in the manner indicated.

2. Workplace Mentor:

- Develop a work plan for the student.
- Orient and support the student on the job.
- Evaluate the student's on-the-job performance.

3. Internship Coordinator:

- Coordinate with the student and Workplace Mentor to ensure the work is challenging and that the student is fulfilling her or his commitment.
- Work with the faculty member to evaluate the performance of the student's goals, journal, progress reports and the final report.

4. Faculty Member:

- Meet with student during the course and provide mentoring throughout the course as needed.
- Review and evaluate all student work; submit the final grade for the class.

Grading: The work will be supervised and monitored by the Workplace Mentor and the Internship Coordinator from SLU-Madrid. The Workplace Mentor will evaluate the student's performance by completing an evaluation form and returning it to the Internship Coordinator. The Internship Coordinator provides her feedback to the IB 480 professor on the Grading Feedback Form. The final grade for this course is A-F and will be determined as follows:

- 25% - Workplace Mentor Evaluation
- 25% - Personal Development Goals, Journal and Progress Reports
- 50% - Final reflection, Resume and Portfolio

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

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.

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