

Saint Louis University-Madrid Campus
Humanities and the Arts
ARTH-4910-M01 – Art History Internship

Professor: F Martínez Rodríguez, PhD
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Prerequisites: Detailed on SLU-Madrid Career Services Webpage
Credit Hours: 3

Course Description:

The University in cooperation with various museums and galleries located in Madrid offer internships to qualified undergraduate students. It is important that the student understand that this is a serious work opportunity that is demanding in time, professionalism, and language skills.

Prerequisites:

- 1) Junior or senior standing.
- 2) Students **MUST** be enrolled in the Minor in Art History program in Madrid.
- 3) GPA of 2.85 and faculty recommendation.
- 4) Meet all internship requirements as listed on the Career Services webpage.
- 5) Fluent English and Spanish (3000-level Spanish required).
- 6) Ability to work Monday to Friday for a minimum of 15-20 hours per week (minimum period of 90 days). 144 hours are required to earn 3 credits.

Course Registration:

Students must obtain an internship and meet with the Faculty Director to complete the Internship Agreement Form appended to this document. Students submit the signed form and all required documents as outlined on the Career Services webpage to the Internship Coordinator. Upon acceptance in an internship, students will be enrolled in the course.

Course Objectives and Learning Outcomes:

To gain inside knowledge of work ethics, procedures and the development of projects in the world of museums and galleries. This may involve helping in the cataloguing and research of their collections, public relations and marketing, experience in the day to day running of an art institution, or the development and organization of temporary exhibitions. In this way, students complement their learning by relating it to the workplace whilst adding valuable work experience to their resumes and making professional contacts for future reference. Internships offer students a good test of career possibilities, allowing them to explore possible career paths and future professional choices. Students should research the potential internship sites, and be well informed about their current projects and missions and objectives prior to the interview.

- Prioritize and manage work load in order to present and complete tasks on time
- Develop oral and written communication skills
- Show to be responsible develop initiative and creativity when dealing with work related issues

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 your course instructor.
- University-level support (e.g., tutoring/writing services, Disability Services) by visiting the Academic Dean's Office (San Ignacio Hall) 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 Disability Services at disabilityservices-madrid@slu.edu or +915 54 58 58, ext. 230 for 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. For more information about academic accommodations, see the [Disability Services webpage](#).

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

University Statement on 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 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.

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

University Title IX Statement: Statement: 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 deputy coordinator, Patrice Burns, whose office is located on the third floor of San Ignacio Hall, Calle Amapolas, 3 (patrice.burns@slu.edu; 915-54-5858, ext. 241) and share the basic facts of your experience with her. The Title IX deputy 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 SLU-Madrid's Counseling Services on the third floor of San Ignacio Hall (counselingcenter-madrid@slu.edu; 915-54-5858, ext. 230) or Sinews Multipletherapy Institute, the off-campus provider of counseling services for SLU-Madrid (www.sinews.es; 917-00-1979). To view SLU-Madrid's sexual misconduct policy and for resources, please [our policy posted online](#). Additional information is available at the University's website "[SLU is here for you.](#)"

Assessment

In order to maintain quality academic offerings and to conform to accreditation requirements, SLU-Madrid regularly assesses its teaching, services and programs for evidence of student learning. For this purpose, SLU-Madrid keeps representative examples of student work from all courses and programs on file, including assignments, papers, exams, portfolios and results from student surveys, focus groups and reflective exercises. Copies of your work for this course may be kept on file for institutional research, assessment and accreditation purposes. If you prefer SLU-Madrid not to retain your work for this purpose, you must communicate this decision in writing to your professor.

Basic 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 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.