



SAINT LOUIS UNIVERSITY
MADRID

ARTH 4910: Art History Internship

Prerequisite(s): Detailed on SLU-Madrid Career Services Webpage

Credit(s): 3

Instructor: Dr. Fabiola Martinez

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Instructor's Campus Phone: 91 554 58 58, ext. 255

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 and placement 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

Assessment

Students are required to present written assignments depending on the tasks and type of work agreed upon among the student, the internship supervisor, and the hosting institution. This may involve writing an essay that relates to the setting of an exhibition; copies of texts written during the internship (catalogue entries, press releases, etc.); or a weekly journal that logs the student's activities.

Students must also submit two Internship Performance Evaluation forms filled by their Site supervisor: the first one at Mid-term and the second one before the internship ends (dates for this will be established by the Internship supervisor).

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

Saint Louis University - Madrid Campus is committed to excellent and innovative educational practices. In order to maintain quality academic offerings and to conform to relevant accreditation requirements, the Campus regularly assesses its teaching, services, and programs for evidence of student learning outcomes achievement. For this purpose anonymized representative examples of student work from all courses and programs are kept on file, such as assignments, papers, exams, portfolios, and results from student surveys, focus groups, and reflective exercises. *Thus, copies of student work for this course, including written assignments, in-class exercises, and exams may be kept on file for institutional research, assessment and accreditation purposes.* If students prefer that Saint Louis University - Madrid Campus does not keep their work on file, they need to communicate their decision in writing to the professor.

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

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 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 can be accessed on the Provost's Office [website](#). Additionally, SLU-Madrid has posted its academic integrity policy online: <http://www.slu.edu/madrid/academics>. 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: 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, Marta Maruri, whose office is located on the ground floor of Padre Rubio Hall, Avenida del Valle, 28 (mmaruri@slu.edu; 915-54-5858, ext. 213) and share the basic fact 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 Multilingual Therapy 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 visit the following web address: <http://www.slu.edu/Documents/Madrid/campus-life/SLUMadridSexualMisconductPolicy.pdf>.

Students with Special Needs: 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 going to <https://www.slu.edu/madrid/academics/student-resources>.

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 "Student Resources" on the SLU-Madrid webpage.

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