

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
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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.

Disability Services:

Any student who qualifies for special accommodations, due to presence of a disability, and feels it necessary to utilize them in order to meet the requirements of this course as outlined in the syllabus, should contact Counseling/Disability Services. Please phone the office at 91 554-5858 (Ext. 230), or send an e-mail to disabilityservices-madrid@slu.edu. Students may also stop by the Counseling/Disabilities Services office. Confidentiality will be observed in all inquiries.

IB-4910 and the Five Dimensions of the SLU Experience: Reflective of its mission, Saint Louis University strives to engage its students in five interrelated dimensions contributing to the development of the whole person: 1) scholarship and knowledge, 2) intellectual inquiry and communication, 3) community building, 4) leadership and service, and 5) spirituality and values. The international business internship provides opportunity for student growth in each of these dimensions. Through their active participation

in the workplace, students will gain knowledge of both a professional environment and the business sector. They build their existing communication abilities and learn a new skill set appropriate for office dealings through interactions with their colleagues, outside agencies and clients. Depending on the organization where they choose to work and their commitment to it, students may develop their personal civic responsibility and their cultural competency.

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

Academic Integrity and Honesty: You are expected to carefully read and follow the Saint Louis University Madrid Campus "Academic Honesty Policy," available at:
http://spain.slu.edu/academics/academic_advising/docs/Academic_integrity.pdf.

Outcomes Assessment: 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, we regularly assess our teaching, services, and programs for evidence of student learning outcomes achievement. For this purpose we keep on file anonymized representative examples of student work from all courses and programs. Thus, copies of your work, such as evaluation forms, journal entries, final reflections and work samples, may be kept on file for institutional research, assessment and accreditation purposes. If you prefer that Saint Louis University-Madrid Campus does not keep your work on file, you must communicate your decision in writing to the Internship Coordinator.