



SAINT LOUIS UNIVERSITY
MADRID

INTN 4910 M03: Internship

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

Credit(s): 3

Instructor: Patrice Burns

Instructor's Email: patrice.burns@slu.edu

Instructor's Campus Phone: 91 554 58 58, ext. 241

Course Description:

An internship is designed to help students learn by experience, make connections between their classroom learning and the workplace, and prepare for their careers. Academic credit is awarded in proportion to the number of hours a student-intern completes. A student must work 150 hours to earn 3 credits.

Prerequisites:

- 1) Approval by Course Instructor.
- 2) Junior or Senior standing.
- 3) Fluent English and Spanish (300-level Spanish required).
- 4) Have a 2.65 overall GPA.
- 5) Meet all internship requirements as listed on the Career Services webpage.

Course Registration:

Students must obtain an internship and submit 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:

1) *Student Learning Objectives.* During their first week on the job, students must submit their learning objectives to the Internship Coordinator, addressing their goals for the following areas in a 1-page double spaced Word document.

- a. Professional: How do you expect this internship to help you pursue your career goals?
- b. Personal: What knowledge or skills (e.g. public speaking, writing, financial literacy, cultural competency, leadership) do you hope to obtain through this internship?
- c. Scholarly: Do you expect your internship to confirm/disconfirm what you have learned as a student of SLU-Madrid?

2) *Daily Journal.* Each day students will log their activities, as well as their observations and reflections about the functioning of the office (e.g. work-supervisor relations, leadership and management

practices, interactions with outside agencies, groups and constituents/clients). The journal entries must be emailed to the Internship Coordinator every two weeks.

3) *Bi-weekly Analyses*. You will meet every two weeks with the Internship Coordinator to report the progress, questions, problems and changes taking place in your work and to **discuss your proposed portfolio artifact**. At that meeting, you must submit a progress report to your Internship Coordinator. The progress report is to focus on one of two areas:

Special Assignments – you must cover the following in your report:

1. Problem statement
2. Action plan
3. Results
4. Conclusions and recommendations
5. Learning - Does this coincide with what you have learned in class?

Regular Activities – 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 - Does this coincide with what you have learned in class?

The Progress Reports are different from your journal. Your journal serves to keep a track record of what you do on a regular basis; the progress reports demonstrate what impact you are making on the company and vice versa.

4) *Internship Reflection and Portfolio*

- a. Portfolio: 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.
- b. Reflection: Students will write a 4-5 page paper (double-spaced) that focuses on the business/political and social role of the organization and their own experiences and analysis. The reflection should respond to the following considerations, among others:
 - i. Analyze the effectiveness of the institution from both the organization's point of view and based on your own findings. *Who is the organization trying to serve and how? What are the organization's standards for effectiveness? Does it live up to those standards? In what specific ways are they successful? What obstacles do they face?*
 - ii. Analyze the organization's role in society. *Consider the organization's impact in regard to our wellbeing, the environment and social issues, providing concrete examples.*
 - iii. Assess your work and development through the internship. *Did you meet your own learning objectives by working for the organization? Why or why not? How did you apply the concepts learned in class to your work? What theories did you see in practice in the workplace? How will you apply these lessons learned as you develop in your career?*

5) *Updated Resume*. Students will integrate their internship experience into a resume that also includes their professional objective(s), educational information, and other relevant experience.

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 assessment form and returning it to the Internship Coordinator. The final grade for this course is Pass/No Pass and will be determined as follows:

- 25% - Workplace Mentor Evaluation
- 25% - Personal Development Goals and Journal
- 50% - Final Reflection and Portfolio

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.

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.