

Saint Louis University-Madrid Campus
English Department
INTN-4910-M04 - English Internship

Professor: Dr. Anne McCabe

Email: mccabea@slu.edu

Prerequisites: Detailed on SLU-Madrid Career Services Webpage

Credit Hours: 3

Phone and Office: 91 554 5858 ext. 237; San Ignacio Hall, Room 313

Course Description: The English Internship is designed to help students learn by experience, make connections between their classroom learning and the workplace, and prepare for their careers. It will involve the student in sustained use of the strong writing, researching, editing, and critical thinking skills provided by the major, and/or in teaching literary studies. A student must work 150 hours to earn the 3 credits.

Prerequisites:

- 1) Approval by the English Department Director.
- 2) Junior or Senior standing.
- 3) Be a declared SLU English major in good standing.
- 4) Have taken at least TWO 3000-level courses.
- 5) Have earned a 3.0 GPA within the English major and 2.5 overall GPA
- 6) 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:

INTN-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 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 valuable, practical work experience. They build on their existing communication abilities and learn a new skill set appropriate for office dealings through interactions with their colleagues, outside agencies and clients. Students develop their personal responsibility and their cultural competency and will reflect on how their contributions to the organization prepare them for a career and a commitment to serving others.

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 2-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. writing, literary studies, cultural competency, leadership, teaching) do you hope to obtain through this internship? Do you expect the internship to give you a greater sense of the role of text(s) in creating culture and shaping identity? How?

- c. Scholarly: Do you expect your internship to confirm/disconfirm what you have learned as a student of English at SLU-Madrid?

Assignments

1. **Daily Journal.** Each day students will log their activities, as well as their observations and reflections about the tasks/activities that they are carrying out as part of their internship. *The journal entries must be emailed to the Faculty Advisor every two weeks.* Questions to think about as you write your activity journal:

How do the tasks/activities relate to your preparation in the study of English and English literature? Which skills (writing, researching, editing, and critical thinking) are most called on in completing the tasks/activities? To what extent is knowledge of literary studies invoked? Are there particular courses that informed your work for the internship--either in terms of their subject matter focus or their format (lecture vs. seminar style coursework)?

This journal is a means by which students can take stock of the skills they are using, the skills they've acquired through this process, the skills that overlap within the workplace and academic setting, and the skills that don't (or that overlap in unexpected ways). For their own sake (i.e., to build a portfolio of samples for future job applications), students are encouraged to be comprehensive in their descriptions of their activity and to ask their intern sponsors for copies of the materials they've produced or helped produce while interning.

2. **Meeting with Faculty Course Advisor.** When you are at least halfway done with your internship, you must schedule a meeting with Dr. McCabe 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.
3. **Internship Portfolio and Reflection.**
 - 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 lesson plan based on a literary text/set of texts, a website, a magazine feature article, etc., but prior approval of the artifact by the Faculty Advisor is required.
 - b. Reflection: Students will write a 4-5 page paper (double-spaced) that showcases the educational aspect of the internship experience by analyzing how this experience was informed by and will perhaps now inform the student's progress through the English major at Saint Louis University. It will also include a frank assessment of the extent to which the student's own learning outcomes were achieved, including an objective description of any impediments to outcomes attainment.

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 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 and Journal
- 50% - Portfolio and Final Reflection

Academic Integrity and Honesty: You are expected to maintain the standards of academic integrity required by Saint Louis University, which states, *The University is a community of learning, whose effectiveness requires an environment of mutual trust and integrity. Academic integrity is violated by any dishonesty such as soliciting, receiving, or providing any unauthorized assistance in the completion of work submitted toward academic credit. ... Possible sanctions for a violation of academic integrity include, but are not limited to, disciplinary probation, suspension, and dismissal from the University.*

Accommodation Statement: 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 http://spain.slu.edu/academics/learning_resources.html.

Students who believe that, due to a disability, they could benefit from academic accommodations are encouraged to contact Disability Services at +34 915 54 58 58, ext. 204, send an e-mail to counselingcenter-madrid@slu.edu, or to visit the Counseling Office (San Ignacio Hall). Confidentiality will be observed in all inquiries. Course instructors support student accommodation requests when an approved letter from Disability Services has been received and when students discuss these accommodations with the instructor after receipt of the approved letter.

Communication: Students are expected to use and check their @slu.edu account as all communications related to their internship will be sent to this account.

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 portfolios, 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 will need to communicate your decision in writing to your professor.