SLU-Madrid Internship Procedures

Color Key: Student | Professor | Career Services

I have an internship and need SLU to sign the "convenio" (agreement).

Student fills out internship application available on SLU-Madrid Internships webpage: https://forms.cloud.microsoft/r/siEhbHZU7z

Career Services reviews and approves internship application for students who meet requirements.
Requests meeting with student.

Instructions continue on next page of this document.

Student meets with Career Services to provide supervisor's contact info and discuss internship course they will take.

Student, the company and SLU-Madrid sign the "convenio" (agreement) and anexo.

Student and Career Services determine internship course options depending on student responsibilities and total work hours by reviewing syllabi on Internships website:

Instructions continue on next page of this document.

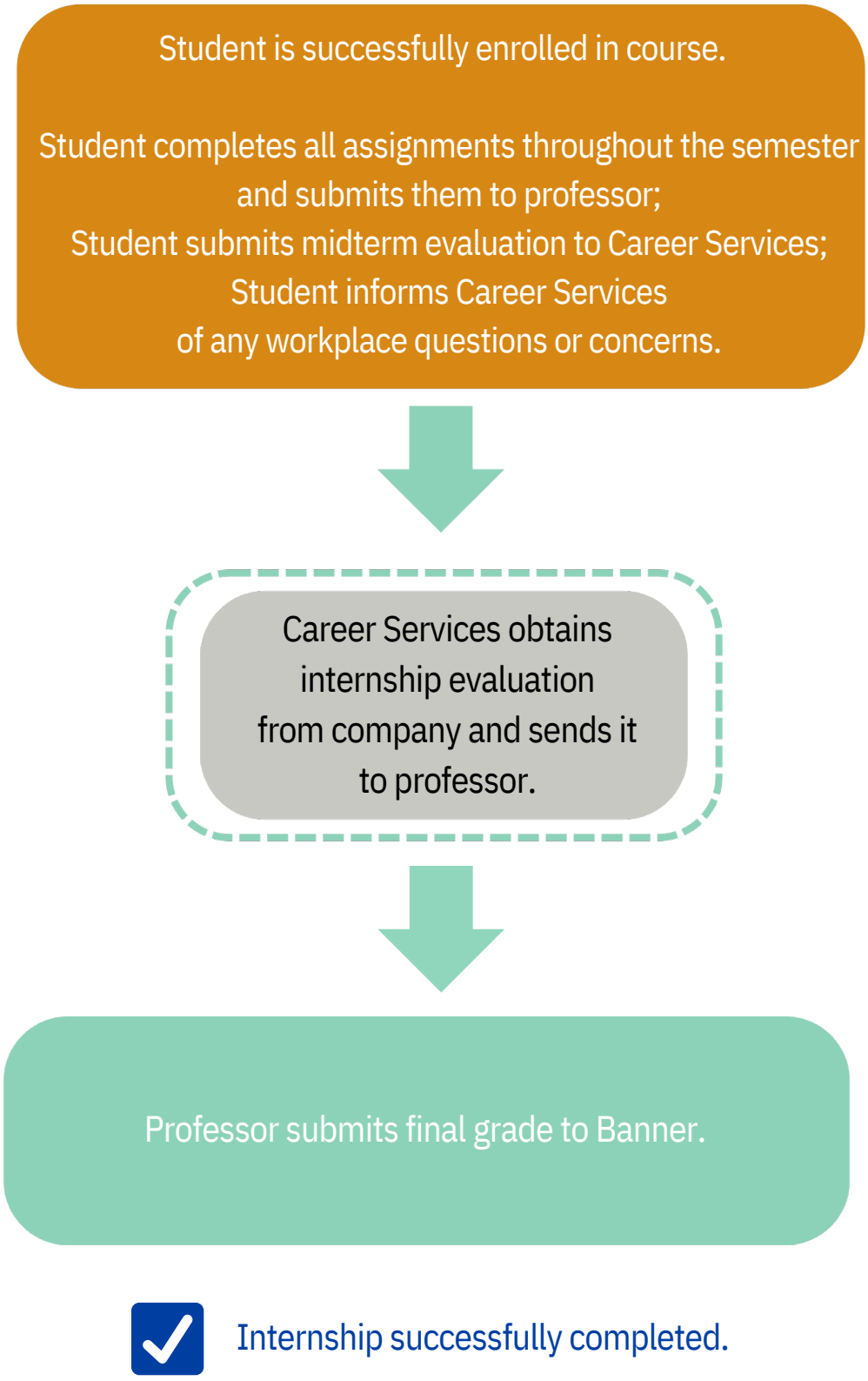
Student contacts and meets with professor to:
Review the details per the anexo or agreement.

Professor:
Reviews job responsibilities and how students will be evaulated on the job;
Determines if student can take internship course;
Agrees with student how/when to submit work;
Resolves any other course-related concerns

Student requests to register for internship course.

Professor overrides course registration.

Instructions continue on next page of this document.


Student is successfully enrolled in course.
Student completes all assignments throughout the semester and submits them to professor;
Student submits midterm evaluation to Career Services;
Student informs Career Services of any workplace questions or concerns.
Career Services obtains internship evaluation from company and sends it to professor.
Professor submits final grade to Banner.
Internship successfully completed.