

OFFICE OF CAREER SERVICES

INTERNSHIP GUIDE



SAINT LOUIS UNIVERSITY
MADRID
—
CAREER SERVICES

STEPS, REQUIREMENTS, AND RESOURCES

INTERNSHIPS IN 4 EASY STEPS



1. Read the in-Spain or out-of-Spain internship requirements.
(Next 2 pages)



2. Fill out the Career Services' Internship Application Form.
This is how we keep track of your case!



3. Check out the 80+ companies that have established partnerships with SLU-Madrid.

APPLY NOW



4. Start applying! Remember to come to our workshops for more support.

IN-SPAIN INTERNSHIP REQUIREMENTS

Do you want to intern in Spain and get academic credit for it? Read the requirements to find out if you qualify.



IN-SPAIN INTERNSHIP MUST-HAVES:

- Completed at least 50% of your degree (**60 credits min**)
- Currently enrolled at SLU-Madrid (internship sponsorship ends once you graduate)
- In good academic & financial standing
- Finished one full-time semester at SLU-Madrid (including visiting students)
- All internships must be **tied to a class**
 - Internship classes and syllabi can be found at the bottom of this [page](#).
- Fill out the **Internship Application Form** (Career Services tracking system) and we will support your process and documentation needs.

NON-SPANISH INTERNSHIP REQUIREMENTS

Read along if you want to intern in any other country and get academic credit for it!



OUT-OF-SPAIN

INTERNSHIP MUST-HAVES:

- Currently enrolled at SLU-Madrid (internship sponsorship ends once you graduate)
- In good academic & financial standing
- Finished one full-time semester at SLU-Madrid (including visiting students)
- All internships must be **tied to a class**
 - Internship classes and syllabi can be found at the bottom of this [page](#).
- Fill out the **Internship Application Form** (Career Services tracking system) and we will support your process and documentation needs.

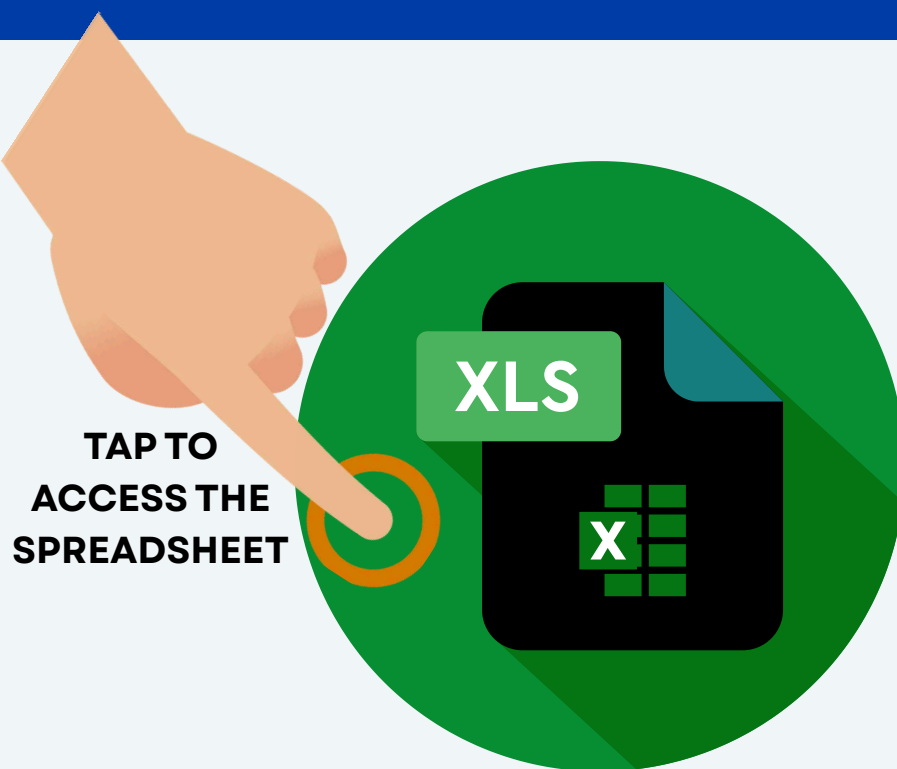
INTERNSHIP CLASSES BY MAJOR

If you want to get credit for an internship you must register in an internship class. Read the syllabi of the classes you are interested in for academic work and requirements.

- ARTH 4910 Art History Internship – Contact [Fabiola Martínez, Ph.D.](#), for the syllabus.
- [CMM 4910 M01 Communication Internship](#) (PDF)
- [CMM 4910 M02 Communication Production Internship](#) (PDF)
- CORE 4500* – CORE 4500 is a 0-credit course and it must be taken alongside other for-credit class(es), if chosen.
- [CSCI 3910 Internship with Industry](#) (PDF)
- [EAS 4910 Environmental Studies Internship](#) (PDF)
- [ENGL 4910 English Internship](#) (PDF)
- HIST 4910 History Internship – Contact [Chris Ealham, Ph.D.](#) for details.
- [HR 4910 Honors Program Internship](#) (PDF)
- [IB 4910 International Business Internship](#) (PDF)
- [INTN 4910 International Internship](#) (PDF)* – general internship course.
- [ISTD 4910 International Studies](#) (PDF)
- [MKT 4910 Marketing Internship](#) (PDF)
- PSY 4910 Internship (Practicum) – For information about field experiences and practicum in psychology, contact Psychology Department Practicum Coordinator, [Renata Sarmento, Ph.D.](#)
- [POLS 3910 Federal Internship](#) (PDF)
- POLS 3912 Public Service Internship – Contact [Laura Tedesco, Ph.D.](#), for the syllabus.
- [POLS 3914 Foreign Service Internship](#) (PDF)
- [POLS 3917 Research Internship](#) (PDF)
- POLS 3918 Overseas Fieldwork – Contact [Simona Rentea, Ph.D.](#), for the syllabus.
- [POLS 4910 Political Science Internship](#) (PDF)
- [POLS 5910 Graduate Internship](#) (PDF)

CHECK OUT OUR PARTNERSHIPS

Explore this curated [spreadsheet](#) of 80+ companies that have established partnerships with SLU-Madrid. For contact information, please email careers-madrid@slu.edu.



The companies in this spreadsheet are **color coded** by academic majors. Select 3-5 companies from this list, **research** their websites/LinkedIn pages, and apply to any open internship positions that interest you.

Explore **LinkedIn**, **Handshake** (U.S. only), **Indeed**, and **InfoJobs** to find more internship opportunities.

INTERNSHIP FAQS

WHAT IS A *CONVENIO*?

A formal and legal **agreement** between SLU-Madrid and a Spanish company that allows Billikeños to intern there.

CAN THE UNIVERSITY PLACE ME IN AN INTERNSHIP?

No. We **provide the tools and direction** you need to confidently apply, interview, and hopefully land a position!

WHY DO I HAVE TO TAKE AN INTERNSHIP CLASS?

The ***convenio*** states you are enrolled in an internship class through the university so you must be enrolled in one.

I AM A ✨VISITING✨ STUDENT. CAN I INTERN?

Not during your 1st semester. You can during your 2nd one, whether it falls immediately after your 1st semester or at a later time. Provided you did well your first semester, ofc!

CAN I GET CREDIT FOR A PAST INTERNSHIP?

Sadly, no. You must be enrolled in a class and do the assignments that accompany this work experience.

I'M FROM THE EU, DO I STILL NEED A VALID NIE?

Yes! Spain requires a NIE from university interns. You can talk to the Office of Student Life if you have more questions about this!