Saint Louis University-Madrid Campus
Division: Business and Social Sciences
Course name: International Studies Internship
Professor: L Tedesco
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Course Code: ISTD-4910
Prerequisite: Completion of ISTD Core Requirements; Director approval
Credit Hours: 3

Course Description:
The International Studies Internship is designed to help students learn by experience, make connections between their classroom learning and the workplace, and prepare for their careers. Students must work a minimum of 180 hours to earn 3 credits.

Prerequisites:
1) Overall GPA of 2.65.
2) Junior or Senior standing.
3) Fluent English and Spanish (3000-level Spanish required).
4) Meet all internship requirements as listed on the Career Services webpage.
5) Must be a declared International Studies major; prior successful completion of the ISTD Core courses.

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 at 915 554-5858 (Ext. 204) counselingcenter-madrid@slu.edu. Students may also stop by the Counseling/Disabilities Services office during office hours. Confidentiality will be observed in all inquiries.

ISTD-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 studies internship provides opportunity for student growth in each of these dimensions. Through their active participation in the workplace, students will gain knowledge of a professional environment with an international scope. They build their existing communication abilities and learn a new skill set appropriate for professional dealings through interactions with their colleagues, outside agencies and clients. Actively engaged in transforming society, students develop their personal civic responsibility and their cultural competency; depending on the organization where they choose to work and their commitment to it, they may serve as men and women for others.

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 2-page double spaced Word document.

   a. Professional: How do you expect this internship to help you pursue your career goals?
   b. Civic: What civic knowledge or skills (e.g. public speaking, writing, financial literacy, cultural competency, leadership) do you hope to obtain through this internship?
   c. Scholarly: How do you expect your internship to relate to what you have learned as a student of international studies?
   d. Personal: Do you expect the internship to give you a greater sense of personal civic responsibility?

2. **Daily Journal.** Each day students will log their activities, as well as their observations and reflections about the functioning of the workplace (e.g. work-supervisor relations, leadership and management practices, interactions with outside agencies, groups and constituents/clients). Discuss how your work relates to what you have learned as an International Studies student. The journal entries must be emailed to the Internship Coordinator every two weeks.

3. **Monthly Meeting.** You will meet with the Internship Coordinator once a month to discuss your progress and **your final work sample**.

At the end of the semester, students will submit:

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

5. **Internship Reflection and Portfolio.**

   1. Students will write a 5-7 page paper (double-spaced) that focuses on the international and social role of the organization and their own experiences and analysis. The reflection should respond to the following considerations, among others:

      a. Analyze the effectiveness of the institution from both the organization’s point of view and based on your own findings.
         1. *Who is the organization trying to serve and how? What are the organization’s standards for effectiveness? Does it live up to those standards?*
         2. *Create your own criteria to assess the organization’s effectiveness. Following this criteria, in what specific ways are they successful? What obstacles do they face? Consider individual people, public opinion, local and global institutions, resources and government support.*

      b. Evaluate the impact of both the service provided by the organization and your own active participation in this field.
         1. *Analyze how the organization fits into civil society. Does it seem to encourage the development of “social capital”? Why or why not? How did your work encourage the development of social capital? If it did not, explain what you and the organization could do differently to make a bigger impact.*

      c. Assess your work and development through the internship.
1. 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?

2. 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.

The final reflection project you turn in will incorporate all written work you have 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 class 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 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% - Final Report, Resume and Portfolio

Academic Honesty Policy:
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.