

Saint Louis University-Madrid Campus
Business and Social Sciences
INTN-4910-M03 - International Internship

Saint Louis University-Madrid Campus

Career Services

Course name: International Internship

Professor: P Burns

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Course Code: IB-4910-M03

Prerequisites: Detailed on SLU-Madrid Career Services Webpage and below

Credit Hours: 3

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 180 hours to earn 3 credits.

Prerequisites:

- 1) Approval by Internship Coordinator
- 2) Junior or Senior standing
- 3) Fluent English and Spanish (3000-level Spanish required)
- 4) Have a minimum 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 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. Please phone the office at 91 554-5858 (Ext. 230), or send an e-mail to disabilityservices-madrid@slu.edu. Students may also stop by the Counseling/Disabilities Services office. Confidentiality will be observed in all inquiries.

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.

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: How do you expect your internship to relate to 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). Discuss how your work relates to what you have learned as a student of SLU-Madrid. The journal entries must be emailed to the Internship Coordinator every two weeks.

3) *Bi-weekly Analysis*

You will meet every two weeks with the Internship Coordinator to discuss your progress and the **final work sample**. At that meeting, you must submit a problem or procedure analysis to your Internship Coordinator. The bi-weekly analysis is to focus on one of two areas:

Analysis of a Problem or Project – you must cover the following in your report:

1. Problem statement
2. Action plan
3. Results
4. Conclusions and recommendations
5. Learning – How does this compare to what I have learned in my classes at SLU-Madrid?

or

Analysis of a Procedure – 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 - How does this compare to what I have learned in my classes at SLU-Madrid?

The bi-weekly analysis is different from your journal. Your journal is to keep a track record of what you do on a regular basis; the bi-weekly analysis is to **analyze** a specific work activity or situation.

4) *Internship Reflection and Portfolio*

- a. **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.

- 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:
1. 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?*
 2. Student and Personal Development
 - i. Describe how the work you did relates to the firm's mission and objectives.
 - ii. Analyze the following aspects of your work and development:
 - a. The activities you carried out.
 - b. The challenges you faced.
 - c. The skills you obtained.
 - d. The goals you achieved.
 - e. How you implemented concepts you learned in class. What theories you saw in practice in the workplace.
 - f. How you will apply the key lessons learned as you develop in your career.
 - g. The personal or professional areas you hope to improve on 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.

The final written project you turn in will incorporate all written work you completed for the course (Points 1 – 5 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.

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, Journal and Progress Reports
- 50% - Final reflection, Resume and Portfolio

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.

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: <https://www.slu.edu/madrid/campus-life/safety-security/docs/sexual-misconduct-policy.pdf>

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, 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.