SLU-Madrid Internship Procedures

Color Key: Student | Professor | Career Services

I want to intern.

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.

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Student meets with Career Services to:
Discuss internship goals
Identify target organization/Identify alumni to contact
Review intership course syllabi and pre-reqs.

Student applies to internships,
interviews
and gets selected.

Students informs Career Services
they've been selected.
Student provides Career Services
with supervisor's contact info, if needed.

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

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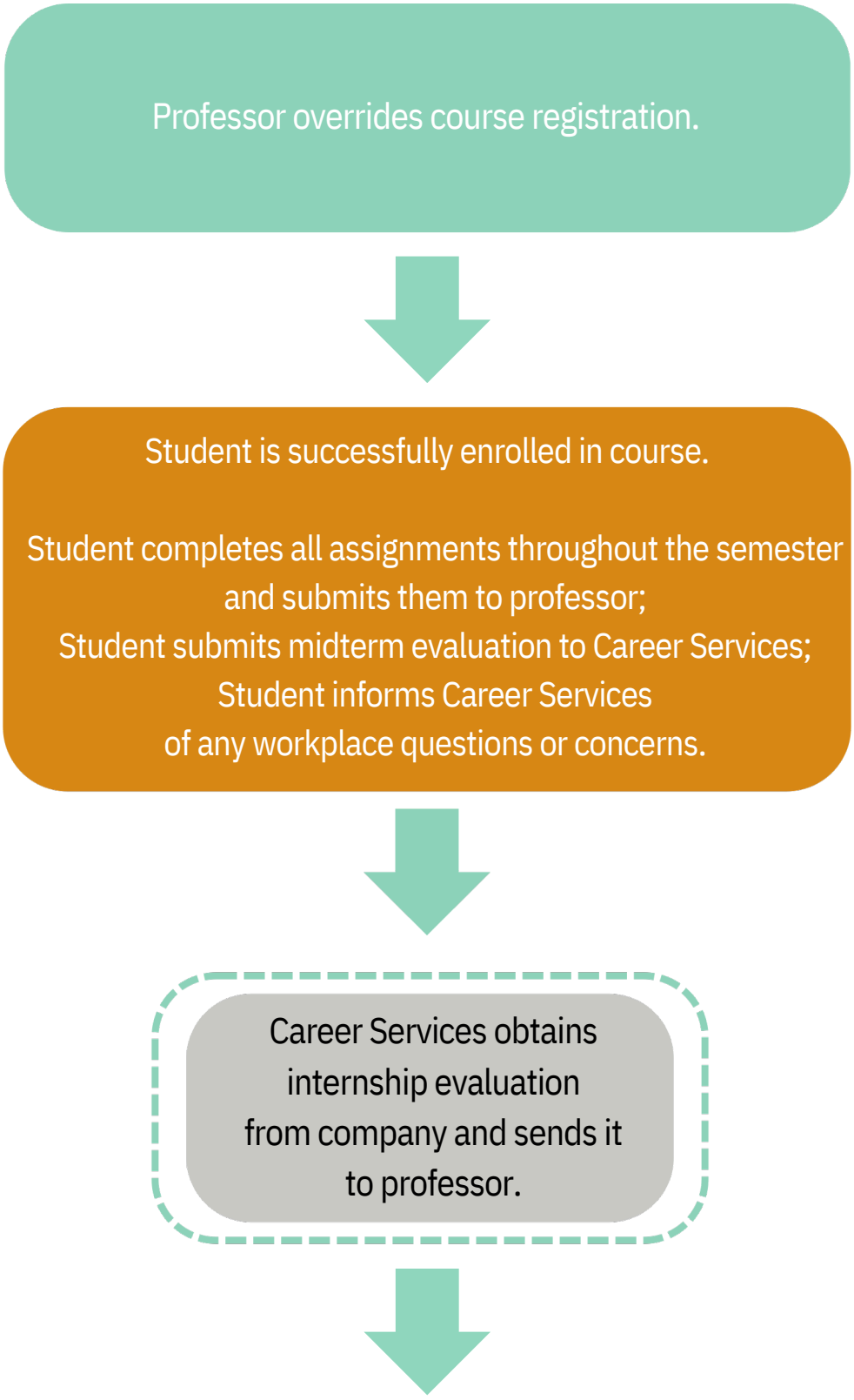
Student and Career Services determine internship course options depending on student responsibilities and total work hours by reviewing syllabi on Internships website:

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.

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Professor submits final grade to Banner.

Internship successfully completed.