SAINT LOUIS UNIVERSITY
MADRID

ISTD 4910 International Studies Internship,

Spring 2024

Credit(s): 1-6
Prerequisite(s): If you are a permanent student at SLU-Madrid with more than 60 credits, you may qualify to participate in an internship. See https://www.slu.edu/madrid/services-and-departments/career-services/internship-opportunities-and-requirements.php
Instructor: Professor Daniel Blanch
Instructor's Email: daniel.blanch @slu.edu
Office: San Ignacio Hall Office 310

Office Hours: Tuesdays and Thursdays, 12:15-13:45, 16.45-17.45 and by appointment

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. 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. A typical schedule for the fall and spring semesters is 12-15 hours per week. A student can earn credit for two 3-credit internships; however, the content of each must be different.

Course Registration: Students must submit all required documents as outlined on the Career Services webpage to the Internship Coordinator (Patrice Burns). Students must then obtain an internship and obtain permission from the Faculty Director (Daniel Blanch) to take the course. Upon completion of all of these steps, students will be enrolled in the course.

Technology Requirements: You will need regular access to a computer with an internet connection. High speed broadband access (LAN, Cable or DSL) is highly recommended for the optimal learning experience.

Communication Norms: Students will contact instructor via email and follow Canvas assignments regularly.

Netiquette: Certain behavioral codes are expected when you communicate with both your peers and your instructors in any learning environment. For online-course discussions and emails, these codes are referred to as netiquette.

AI Policy: The university's goals include fostering students' critical thinking, creativity, reflection and problem solving. Therefore, all students must demonstrate originality in the authorship of their work and properly cite the sources consulted. While proper use of AI may prove to be a valuable teaching tool for both teachers and students, improper use/abuse of AI might be considered plagiarism and penalized as such. You may not use AI tools such as ChatGPT in this course.

In order to develop forms of assessment that will allow students to be assessed in a reliable manner and to provide effective and enhanced support for their learning, Departments/instructors reserve the right to randomly conduct oral exams as a second stage of an assessment for which the first stage is the submission of a written assignment.

Course Objectives and Learning Outcomes:

1. Student Learning Objectives. During their initial phase on the job, students must submit their learning objectives to the Faculty course advisor, addressing their goals for the following areas, on Canvas.

a. Professional: How do you expect this internship to help you pursue your career goals?

b. Civic: 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 international studies?

d. Personal: Do you expect the internship to give you a greater sense of personal civic responsibility?

2. Key Questions**:** Choose 4 questions relating to this internship and answer in detail.

- Some people consider themselves to be "big picture people" and others are "detail oriented". Which are you? Give an example of a time when you displayed this.
- There is more than one way to solve a problem. Give an example from your recent work experience that would illustrate this.
- Give two examples of things you've done in your job that demonstrate your willingness to work hard.
- Tell us about a time when a supervisor criticized your work. Give a specific example.
- Describe the project or situation which best demonstrates your analytical abilities. What was your role?
- Describe a situation where you felt you had not communicated well. How did you correct the situation?
- Describe a time when you were able to effectively communicate a difficult or unpleasant idea to a superior.
- Describe the most significant written document, report or presentation which you had to complete.
- Tell us about a recent successful experience in making a presentation. How did you prepare? What obstacles did you face? How did you handle them?
- Describe a time when you made a suggestion to improve the work in your organization.
- Describe a situation when you demonstrated initiative and took action without waiting for direction. What was the outcome?
- Describe a time when you came up with a creative solution/idea/project/report to a problem in your past work.
- Tell us about some demanding situations in which you managed to remain calm and composed.
- How do you typically deal with conflict? Can you give me an example?
- Tell us about a time when you organized or planned an event that was very successful.

3. Meeting with Faculty Course Advisor. When you are at least halfway done with your internship, you must schedule a meeting with Dr. Blanch to discuss your development in the internship. Consider what you have learned throughout your studies, how that compares to what you have experienced on the job, and how you have implemented the theories and concepts you learned in class.

At the end of the semester, students will submit:

4. Internship Reflection and Portfolio.

1. Students will write a paper 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.

b. Who is the organization trying to serve and how? What are the organization's standards for effectiveness? Does it live up to those standards?

c. Create your own criteria to assess the organization's effectiveness. Following these 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.

2. Evaluate the impact of both the service provided by the organization and your own active participation in this field.

a. Analyze how the organization fits into society. Does it seem to encourage the development of values that align with its purpose? Why or why not? How did your work encourage the development of its values, principles or goals? Explain what you and the organization could do to make a bigger impact.

b. Assess your work and development through the internship.

A. Did you meet <u>your own</u> 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?

B. Work Sample. Students must submit a sample of their work. This will vary from student to student, depending on the nature of the internship. Include an explanation of the sample – explain why you created it and the process you followed.

On the job commitment:

1. Student:

• Fulfill the hours and follow the norms set by the company/government agency. • Fulfill the job outlined by the employer/company/gov agency. • 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 performance.

4. Faculty Member:

• Meet with student during the semester 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 Key Questions

• 50% - Final Report and Portfolio

Grading System: A 93%-100%, A- 90%-92%, B+ 87%-89%, B 83%-86%, B- 80%-82%, C+ 73%-79%, C 67%-72%, C- 60%-66%, D 50%-59%, F 0%-49%.

Academic Honesty: 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 through which SLU fulfills 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 full University-level Academic Integrity Policy can be found on the Provost's Office website. Additionally, SLU-Madrid has posted its academic integrity policy online. 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.

Your instructor will review these matters during the first weeks of the term. Please direct questions about any facet of academic integrity to the instructor, the chair of the department of your academic program or the Academic Dean of the Madrid Campus.

Diversity and Inclusion: Saint Louis University is committed to fostering a positive, inclusive and welcoming learning and working environment. SLU-Madrid's policies prohibit discrimination based on race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, pregnancy, age, disability, physical appearance, financial or socio-economic status, immigration status, parental or marital status, veteran status or any other protected classification of identity. Discrimination includes any form of unequal treatment such as denial of opportunities, harassment, and violence. Sex-based violence includes rape, sexual assault, unwanted touching, stalking, dating/interpersonal violence, and sexual exploitation.

If you experience or witness any kind of discrimination, you are encouraged (but not required) to report the incident to the SLU-Madrid's Department of Student Life (studentlife-madrid@slu.edu; +34 915 54 58 58, ext. 213) or, if you wish to speak to a confidential resource, the Counseling Center (counselingcenter-madrid@slu.edu +34 915 54 58 58, ext. 230). Both are in Padre Rubio Hall, on the ground floor and the first floor, respectively. You can also report the incident to the University's Hotline (900-99-0011; then enter 877-525-5669 when asked for the hotline number).

Please know that instructors are required to inform SLU-Madrid when made aware of incidents of discrimination, harassment sexual misconduct, and/or related retaliation, to ensure that individuals impacted receive information about options for reporting and support resources. If you wish to speak with a confidential resource, the following are available on campus and off campus:

- Counselors at the Counseling Center, located on the first floor of Padre Rubio Hall (counselingcenter-madrid@slu.edu; 915 54 58 58, ext. 230).
- Counselors at Sinews Multilingual Therapy Institute, SLU-Madrid's off-campus counseling and mental health services provider (www.sinews.es; 917 00 19 79).

If you prefer to seek confidential spiritual counseling related to an incident of discrimination or harassment, contact SLU-Madrid's Campus Chaplain, Fr. James O'Leary, S.J. (james.oleary@slu.edu; 915 54 58 58, ext. 279).

Additional information and resources are posted on our Safety and Security and Community Standards webpages.

Accessibility, Disability and Learning Resources: In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills, learning disability), resources to support student success are available on campus. Students who think they might benefit from these resources can find out more about:

- Course-level support (e.g., faculty member, departmental resources, etc.) by asking or emailing your course instructor.
- University-level support (e.g., tutoring/writing services, Accessibility and Disability Resources) by contacting the Academic Dean's Office (advising-madrid@slu.edu) or by reviewing the Academic Resources website online.

Students with a documented disability who wish to request academic accommodations must contact Disability Services to discuss accommodation requests and eligibility requirements. Once successfully registered, the student also must notify the course instructor that they wish to access accommodations in the course. Please contact disabilityservices-madrid@slu.edu or +34 915 54 58 58, extension 242 or 249. Confidentiality will be observed in all inquiries. Once approved, information about the student's eligibility for academic accommodations will be shared with course instructors via email from Disability Services. Note: Students who do not have a documented disability but who think they may have one are encouraged to contact Disability Services.

For more information about academic accommodations, see SLU-Madrid's Center for Accessibility and Disability Resources webpage.

Needs Security Statement: Students in personal or academic distress and/or who may be specifically experiencing challenges such as securing food or difficulty navigating campus resources, and who believe this may affect their performance in the course, are encouraged to contact Student Life (studentlife-madrid@slu.edu or +34 915 54 58 58, ext. 213) for support. Furthermore, please notify the instructor if you are comfortable in doing so, as this will enable them to assist you with finding the resources you may need.

Use of Posted Course Content: SLU-Madrid prohibits recording and transmission of classroom lectures and discussions by students unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur. Recordings, course materials, and lecture notes may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than study by students enrolled in the class. Public distribution of such materials may constitute copyright infringement in violation of Spanish law. Violation of this policy may subject a student to disciplinary action in accordance with SLU-Madrid policies on Student Rights and Responsibilities and Community Standards.

GDPR Norms Concerning Class Recordings: In accordance with General Data Protection Regulation (GDPR), we inform you that if you are a participant in an on-line classroom, your image and voice may be recorded by Saint Louis University in Spain, S.A., CIF A28654879, in 28003 Madrid (Spain), Avenida del Valle 34, for the sole

purpose of the instruction of the said class that you are registered in. This information will be stored for the duration of the on-line class and erased thereafter by the professor of the course. Should you not want your image or voice to be a part of this class recording, please contact your professor to indicate that you will be turning your camera and microphone off and be participating via chat.

In addition, we would like to inform you that all recordings will be available to you in Canvas and are exclusively for the use of the participants of the said class and should not be published on any other platform without the prior consent of all participants that may appear in the recording.

According to the rights conferred by the current GDPR regulation, you may exercise your rights of access, rectification, limitation of treatment, deletion, portability and opposition to the processing of your personal data, as well as the consent given for the treatment of it by directing your requests to the address indicated above or by sending an email to dpo-madrid@slu.edu.

Assessment of Student Learning: To maintain quality academic offerings and to conform to accreditation requirements, SLU-Madrid regularly assesses its teaching, services and programs for evidence of student learning. For this purpose, SLU-Madrid keeps representative examples of student work from all courses and programs on file, including assignments, papers, exams, portfolios and results from student surveys, focus groups and reflective exercises. Copies of your work for this course may be kept on file for institutional research, assessment and accreditation purposes. If you prefer SLU-Madrid not to retain your work for this purpose, you must communicate this decision in writing to your professor.

Spring 2024 Important Dates:

Monday, Jan. 8 New and study abroad students move-in day

Tuesday, Jan. 9 Welcome sessions

Wednesday, Jan. 10 First day of classes

Wednesday, Feb. 21 Registration for summer sessions begins

Thursday-Friday, Feb. 22-23 Winter break

Sunday, March 3 Professors' deadline to submit midterm grades

Sunday, March 17 Last day to drop a class and receive a grade of W

Sunday, March 24 Semana Santa host family housing move-out day

Monday-Sunday, March 25-31 Semana Santa (Madrid Campus closed)

Sunday, March 31 Semana Santa host family housing move-in day

Tuesday, April 16 Priority registration for fall semester begins (4 p.m. Madrid time)

Wednesday, April 17 Registration for fall semester begins (4 p.m. Madrid time)

Tuesday, April 30 Last day of classes

Wednesday, May 1 Día del Trabajador (Madrid Campus closed)

Thursday, May 2 Día de la Comunidad (Madrid Campus closed)

Friday-Thursday, May 3-9 Final exams

Friday, May 10 Commencement. Host family housing move-out date

Sunday, May 12 Professors' deadline to submit final grades