



SAINT LOUIS UNIVERSITY  
MADRID

## **POLS 5910 Graduate Internship**

Saint Louis University-Madrid Campus

Course name: Graduate Internship

Faculty Course Advisor: Simona Rentea, Ph.D.

Email: [simona.rentea@slu.edu](mailto:simona.rentea@slu.edu)

Internship Coordinator: Patrice Burns, [patrice.burns@slu.edu](mailto:patrice.burns@slu.edu)

Prerequisites: M.A. Director approval and all requirements detailed below.

Credit Hours: 0-3

### **Course Description:**

This class is a required course for the M.A. in Political Science and Public Affairs, with a concentration in International Relations and Crisis. The Graduate Internship is designed to help students learn by experience, make connections between their classroom learning and the workplace, and prepare them for careers in diplomacy, political consultancy, political research, the humanitarian field or in disaster management or emergency response. Students gain valuable on-site experience in a profession in which they have a career interest. Many internships provide good opportunities for both learning and networking and are sources of recommendation for employment and 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, although some organizations may require a bigger hourly commitment. The 3 credits can also be split across two semesters and the hours distributed across more than one internship. A student can earn credit for two internships; however, the content of each must be different.

A foundational understanding of International Relations and contemporary crises is strongly recommended for students embarking on this journey. Ideally, this should be demonstrated through the completion of at least one course in the program, ensuring that interns can contribute effectively to their chosen field of service. Thus, aiming to secure a position after completing the first semester of the program is desirable.

### **Course Registration:**

Students should consult with a faculty mentor, the Internship Coordinator, or the M.A. Director to help identify opportunities related to their field of interest. The Political Science Department and Career Services maintain a list of agencies, non-profits, and companies who periodically offer internships.

To begin the application process, students must fulfil the required procedures and submit all the documents detailed [here](#) to the Internships Coordinator Patrice Burns. After interviewing and being selected for an internship by an organisation, the next step is signing the Internship Agreement Form between SLU Madrid and the organisation hosting the internship.

Once the agreement is signed by all parties, students can register for the POLS 5910 Graduate Internship course by emailing their name, Banner ID and number of credits to be added (between 1-3) to the Registrar: [registrar-madrid@slu.edu](mailto:registrar-madrid@slu.edu), copying both the faculty course advisor and the internship coordinator.

## Course Objectives and Learning Outcomes

1. **Student Learning Objectives:** During their first week on the job, students must submit their learning objectives to the Faculty Course Advisor, addressing their goals for the following areas in a two-page double spaced Word document. The SLOs must include the following:

- a. *Professional goal(s):* How do you expect this internship to help you pursue your career goals?
- b. *Civic aspect(s):* What political knowledge or civic skills (e.g. public speaking, writing, financial literacy, cultural competency, leadership) do you hope to obtain through this internship?
- c. *Scholar/academic side(s):* How do you expect your internship to relate to what you have learned as a student of Political Science or International Studies?
- d. *Personal dimension(s):* Do you expect the internship to give you a greater sense of personal responsibility, and how?
- e. *Institutional aspect(s):* Which of your skills will benefit the company and its mission? How will you apply them? What do you expect from the company in return in terms of skills and knowledge?

## 2. **Analysis of a Problem or Procedure:**

**Twice a semester**, students must submit a problem or procedure analysis (1-2 page) to the Faculty Course Advisor. This is an analysis, not a journal. Students must analyze a specific work activity or situation, not just explain what they have done. The analysis can focus on one of two areas:

**Analysis of a Problem or Project** – you must cover the following points:

1. Problem statement
2. Action plan
3. Results
4. Conclusions and recommendations
5. Learning – How does this compare to what you have learned in your classes at SLU-Madrid and/or to your initial thoughts and expectations?

**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 you have learned in your classes at SLU-Madrid and/or to your initial thoughts and expectations?

1. **Monthly Meetings: Collaborative Discussion and Updates**

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

2. **Guidance Session: Engaging with your Faculty Course Advisor**

When you are at least halfway done with your internship, **you must schedule a meeting with your Faculty Course Advisor** to discuss your development in the internship. The discussions will encompass reflections on your academic learnings, their alignment with your practical experiences in the workplace, and the application of theories and concepts acquired during your time in class. Topics and issues discussed can also be extended to other points, aspects, or fields. Discussions may also encompass reflections on your educational journey, drawing comparisons between your studies and your professional experiences, and examining the practical application of the theories and concepts acquired in the classroom.

3. **Reflective Insights: Internship Reflection on Experience and Accomplishments**

At the end of the semester, you will submit a two-page *Internship Reflection*. This text should be addressing the manner in which the internship connected to the topics covered in the M.A. in International Relations and Crisis.

Possible questions to include in the reflection:

- *Who is the organization trying to serve and how? What are the organization's standards for effectiveness? Does it live up to those standards?*
- *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.*
- *Did you meet your own learning objectives by working for the organization? Why or why not?*
- *How did you apply the concepts learned in school and university 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?*
- *What has the experience taught you about specific contemporary crises or crisis analysis more generally?*

5. **Work Sample**

At the end of the internship, students must submit a *sample of their work* (draft structure and explanation of content), to include the best artefacts able to give an overall sense of the scope and depth of the work completed. This will vary from student to student, depending on the nature of the internship. It can be an article, research notes or papers, a website or blog, a press release, a report, meeting notes, spreadsheets, etc. Prior approval of the artifact by the Faculty Advisor or Internship Coordinator is advised.

**Grading:** The work will be supervised and monitored by the Faculty Course Advisor and the Internship Coordinator from SLU Madrid.

The final grade for this course is A-F and will be determined as follows:

- 15% - Overall Evaluation of the Internship Experience, Communication, the Following of Procedures
- 10% - Evaluation of Personal Development Goals and Journal
- 25% - The site Supervisor's Evaluation
- 50% - Grade for the Final Reflection and Work Sample

### **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%

### **On the job commitment:**

#### *1. Obligations of the student:*

- Fulfill the hours and follow the norms set by the organization;
- Fulfill the job outlined by the company;
- Maintain contact, request meetings and send regular updates to your Faculty Course Advisor and the Internship Coordinator.

#### *2. Faculty Course Advisor:*

- Orient and support the student on the job and help develop a work plan;
- Evaluate the student's on-the-job performance;
- Meet with the student and provide mentoring throughout the course at least once a semester, or as needed;
- Submit the final grade for the class.

#### *3. Internship Coordinator:*

- Coordinate with the student and Faculty Course Advisor to ensure the work is challenging and that the student is fulfilling their commitments;
- Meet or check in with the student once a month;
- Work with the Faculty Course Advisor to evaluate the performance of the student's goals, progress reports and the final reflection.

**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.

**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. Please consult with your instructor if you have questions about whether or not you can use AI tools such as ChatGPT in your 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.

**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](mailto: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](mailto: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](mailto: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](http://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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:dpo-madrid@slu.edu).