1

FOREIGN SERVICE INTERNSHIP: POLS 3914:01
Saint Louis University ʹ Spring 2018
Dr. Robert A. Strikwerda

Associate Professor with joint appt. in Women’s & Gender Studies & in Political Science
Director of the Global and Local Social Justice Program and of Internships
Office Location: McGannon 134 / Mailbox in 128 Office Phone: 314-977-4238
Email:

2

Final Supervisor Evaluation (20%);
Final paper (25 %): a draft or outline (5 %) is due two weeks earlier.

Minimum Hours/Academic Credits: Students intern a minimum of 140 hours. This typically
means 10 or 11 hours per week for 14 weeks for three credit hours for the semester. Other
arrangements are possible if they receive prior permission. The participating site or office and
the intern are to agree on a work schedule that maximizes the opportunity to benefit both the
office and the intern.

Conduct: The student is expected to represent the University and the internship program in a
diligent, professional and responsible manner. They should dress and act appropriately for their
specific site. They need to keep the site supervisor notified or absences and schedule changes.
The student must know and practice the highest ethical standards appropriate to SLU and the
site organization.

Confidentiality: Consult with site supervisors or other professionals if any questions arise.
None of the course assignments should require submission of confidential information.

Site Responsibilities: Prior to the semester beginning the student and the site supervisor should
develop a list of expected intern responsibilities. This is to be included on the intern learning
contract
By the end of the first week of the internship the internship site supervisor should send
an email to the instructor confirming that you are doing the internship as a college course and
acknowledging that they will provide send the course instructor an evaluation at midterm and
the end of the internship.
 Internships are for college credit – some mundane or repetitious work is inevitable, of
course. Such tasks should be no more than 25% of the hours. Interns should also be given
opportunity to learn about the larger organization as far as possible, for example, being allowed
to sit in on meetings beyond those necessary for your tasks.

Supervisor Evaluations: At midterm and final completion of internship there is an evaluation of
the intern by the site supervisor. A form is provided. Typically supervisors review their
evaluations with the intern; they may also request the course instructor do so. Portions of the
midterm evaluation can be repeated on the final.
 Supervisor should also send an initial email acknowledgment to instructor (see above).

Weekly Journal: The intern must periodically describe their work experiences, and submit them
periodically (at times specified on separate calendar). The first entries should describe the
intern’s personal expectations for the internship, the general site – such as number and general
role of staff, and of any clients seen in office, office atmosphere, and so forth, and the intern’s
reflections on the internship thus far. These should be at least 1 and ½ pages single spaced.
At the end of each entry include the time period coved by the entry, the number of hours
completed for the time period, and the total number of hours thus far.