

ISTD 4910 MH1: Internship in International Studies: Honors  
Fall 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. Please see [internship requirements](#) and [networking and professional opportunities](#) on our Career Services website.  
Instructor: Neville Li, Ph.D.  
Instructor's E mail: [neville.li@slu.edu](mailto:neville.li@slu.edu)  
Office: San Ignacio Hall Office 315  
Office Hours: 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 Relhe he

Reflection in Action is one of 19 Core Components. The University Core SLO(s) that this component is designed to intentionally advance are listed below:

University Core Student Learning Outcomes

The Core SLO(s) that this component is intentionally designed to advance are:



- 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 Advisor

When you are at least halfway done with your internship, you must schedule a meeting with your Faculty Advisor 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

**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.

II). evaluates 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 your own 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. 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.

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/government 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.

## 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 213) or,

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 exerci7I4las(in)9(t)Do-ash0 g0 G{sg )-26(o

Fall 2024 Important Dates

Monday, Aug. 26

Tuesdays 6:30 p.m.