



POLS 5910 Graduate Internship

Saint Louis University-Madrid Campus

Course name: Graduate Internship

Faculty Course Advisor: Simona Rentea, Ph.D.

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Internship Coordinator: Patrice Burns, 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, 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

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?

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.

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.

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

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