



SAINT LOUIS UNIVERSITY
MADRID

POLS 3913 Atlas Internship

Saint Louis University-Madrid Campus

Division: Humanities and Social Sciences

Course name: Atlas Internship

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Internship Coordinator: Patrice Burns

Prerequisites: Director approval and all requirements detailed below.

Credit Hours: 0-3

Course Description:

The Atlas Week Program is designed to recognize the international dimension of Saint Louis University's academic programs and to celebrate SLU's role in international education and service in light of our Jesuit tradition. Over the course of its evolution, this week-long program in Spring has expanded its mission and become an important program for promoting global civic engagement across SLU and its two campuses, St. Louis and Madrid. One of the main goals of the Atlas Week Program is to increase awareness of the global issues that confront us today in an effort not only to promote discussion, but also to inform and inspire action. It focuses on what we as global citizens can do to contribute to a better life for all people now and in the future.

The Atlas Program is unique in that for one week of the year, it brings together members of the University community to focus on the global challenges that confront us in the 21st century with a specific theme or designated topic every year. The events held during this week are designed to achieve five main goals:

- To educate our students and increase their awareness of issues of global injustice;
- To inspire and inform student activism regarding issues of global injustice;
- To build a community of scholars at SLU whose teaching and research focuses on global challenges by forging interdisciplinary ties and collaboration across the university;
- To foster faculty and student cooperation in the area of international research and service;
- To promote cross-cultural understanding and an appreciation of diversity.

Academic credits are awarded based on the duration of the intern's commitment to supporting the activities organized for the Atlas Program, aligning **180 hours of work to 3 academic credits**. This generally manifests as a commitment of 12-15 hours per week during the Spring

semester, meaning that the work would start long before and continue after the Atlas week has completed, and cover the duration of the entire semester.

A foundational understanding of International Relations and human rights is strongly recommended for students embarking on this journey. Ideally, this should be demonstrated through the completion of at least one course in this discipline, ensuring the interns can contribute effectively to their chosen field of service.

Prerequisites:

- 1) Overall GPA of 2.65. GPA of 2.85 in POLS courses;
- 2) Junior or Senior standing;
- 3) Fluent English and Spanish (3000-level Spanish required);
- 4) Meet all internship requirements as listed on the [Career Services webpage](#);
- 5) The student must be a declared Political Science major, and a prior successful completion of 12 credits of POLS courses, including POLS-2000.

Course Registration:

Students must submit all required documents as outlined on the Career Services webpage to the Internship Coordinator. Students must then obtain an agreement for this internship and meet with the Faculty Advisor and Political Science Director to complete the Internship Agreement Form (available on the [Career Services webpage](#)). Upon acceptance in an internship position, students will be enrolled in the course.

Course Objectives and Learning Outcomes:

The Atlas internship is designed to enhance academic learning, to foster global civic engagement, and to advance professional development. The goal is for students to apply what they have learned within their respective disciplines to address real world challenges.

1.) Enhance substantive knowledge:

- To increase awareness and knowledge of contemporary issues of global concern;
- To cultivate an understanding of global interdependence and transnational issues;
- To improve cultural competence and foster an appreciation of diversity.

2.) Promote responsible citizenship:

- To promote an understanding and recognition of the civic and social responsibilities of living in a global community;
- To foster a commitment to addressing issues of global and local injustice;
- To instill confidence to effect change and make a difference in the world.

3.) Advance professional development:

- To provide a supervised learning environment to enhance the skills needed to function effectively in professional settings, including organizational, administrative, planning, scheduling, and time management skills;
- To provide opportunities to improve social, oral, and written communication skills;
- To enhance understanding of organizational processes;

- To provide the opportunity to work with a team to achieve shared goals;
- To mentor and empower students to become leaders.

Internship Responsibilities:

Each intern will be assigned a key Atlas Week Program coordinator and could involve some or all of the following responsibilities.

- 1.) Support the Madrid Atlas coordinator or another faculty or member of staff in the conceptualization and planning of events for Atlas Week.
- 2.) Organize at least one Atlas Week event or develop another Atlas theme-related project.
- 3.) Support with communication and publicity, such as generating programs, posters, and publicity materials.
- 4.) Working with a specific club to involve students in service activities related to the theme of Atlas Week.
- 5.) Writing summaries of specific Atlas Week events for SLU Madrid's Observatory on Contemporary Crises.

Course Assignments

The requirements for this course and the evaluation of your performance in it are based on a combination of work experience and more traditional academic activities.

- 1.) Organizational tasks and responsibilities (50%), as evaluated by the Atlas internship coordinator (this could be the official Madrid Atlas Week Coordinator, a faculty member, the faculty leader of a student club, a Student Affairs or another staff member involved with service activities on campus).**
- 2.) Organizing an Atlas Week event on a global social justice issue, or another set theme related to the Atlas week topic for the year (25%), or developing another key project agreed upon with the Atlas internship coordinator.**

Each intern is responsible for organizing and planning an Atlas event focused on a contemporary global injustice about which they are passionate. The issue should be one that motivates you to action. You must research and analyze the issue using the concepts and theories of your discipline. Identify the political, economic, and social structures underlying this injustice. You must also present competing perspectives or alternative explanations, assess the evidence, and think critically about proposed policy solutions. Your presentation should conclude by identifying some action to address this global injustice. You may invite a practitioner or university experts to participate in your presentation and/or your fellow students. Students are only required to organize one event, however, in the past students have often organized more than one event.

- 3.) Final internship reflection (15%)**

The final reflection paper require students to reflect on what you learned in the internship based on the stated course objectives (enhance substantive knowledge, promote responsible citizenship, advance professional development). Students are also required to discuss and outline their conception of what it means to be a “global citizen”.

4.) One on one meetings (10%).

Each intern is responsible for scheduling at least two one-on-one meetings with the Atlas internship coordinator (the site supervisor) and the internship faculty adviser (the course convenor for his course) sometime before Atlas week or the culmination of the agreed upon project. One-on-one meetings will serve as an opportunity for interns to share personal Atlas updates with the Atlas coordinator and the internship adviser.

Grading System:

Grade	Percentage Range
A	95%-100%
A-	90%-94%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	73%-76%
C-	70%-72%
D+	67%-69%
D	63%-66%
D-	60%-62%
F	0%-59%

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: Critical GenAI use is accepted

Students should know that, in this course, the use of generative artificial intelligence (GenAI) is accepted with the goal of developing an informed and critical perspective on its potential uses and outputs. During the semester, some ad hoc classes will introduce students to the ethical and responsible use of AI.

However, please be aware of the limits of GenAI in its current state of development:

- ***If you provide minimum effort prompts, you will get low quality results.*** You will need to refine your prompts to get good outcomes. This will take work.
- ***Don't take ChatGPT's or any GenAI's output at face value.*** Assume it is wrong unless you either know the answer or can cross-check it with another source. You are responsible for any errors or omissions. You will be able to validate the outputs of GenAI for topics you understand.
- ***AI is a tool, but one that you need to acknowledge using.*** Failure to do so is in violation of academic honesty policies. Acknowledging the use of AI will not impact your grade.

- Format to acknowledge the use of generative AI tools:

a- Statement on the use of AI:

I acknowledge the use of [AI systems link] to [specify how you used generative AI]. The prompts used include [list of prompts]. The output of these prompts was used to [explain how you used the outputs in your work].

b- If you have chosen not to include any AI generated content in your assignment, please use the following disclosure:

No content generated by AI technologies has been used in this assignment.

- In a nutshell

Guidelines for Using Generative AI in Coursework:

Refine Your Inputs: To obtain high-quality results from AI, carefully craft your prompts. Detailed and specific prompts yield more accurate and useful outputs.

Critical Evaluation: Always verify AI-generated content against reliable sources. Do not assume accuracy; instead, use AI as a supplementary tool to enhance your understanding.

Ethical Use: Clearly acknowledge the use of AI in your assignments. Concealing AI assistance is against academic integrity policies. Your transparency in using AI tools will not affect your grades.

Citation Practice: If you incorporate AI-generated content in your work, cite it appropriately.

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.