Saint Louis University-Madrid Campus
Humanities and Social Sciences
POLS 5910 M01 – Graduate Internship

Division: Humanities and Social Sciences
Course name: Graduate Internship
Professor: Barah Mikail
Email: barah.mikail@slu.edu
Course Code: POLS 5910 M01
Prerequisites: Detailed on SLU-Madrid Career Services Webpage and below
Credit Hours: 1-3

Course Description:
This class is a required course for the M.A. in Political Science and Public Affairs, the Madrid 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. Students gain valuable on-site experience in a profession in which they have a career interest. Many internships provide good sources of recommendations for employment. Internships also offer students a good test of career possibilities, especially when the students obtain multiple internships.

Required Hours and Credit:
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 15-20 hours per week. 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.

Course Registration:
Students must submit all required documents as outlined on the Career Services webpage to the Internship Coordinator, Patrice Burns. Students must then obtain an internship and meet with the Faculty Director. Upon acceptance in an internship position, 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) in a given semester to the Registrar: registrar-madrid@slu.edu, copying the M.A. Director and course professor: barah.mikail@slu.edu and Internship Coordinator: patrice.burns@slu.edu.

Course Objectives and Learning Outcomes:
In addition to fulfilling the job requirements, students are required to complete the work outlined below:

I. Personal Development Goal: During their first week on the job, students must submit their learning objectives, addressing their goals for the following areas in a 2-page, 1.5 spaced Word document.

1. Professional: How do you expect this internship to help you pursue your career objectives?
2. Civic: What political knowledge or civic skills (e.g. public speaking, writing, financial literacy, cultural competency, leadership) do you hope to obtain through this internship?
3. Scholarly: How do you expect your internship to relate to what you have learned as a student of International Relations, with a focus on contemporary crises?

4. **Personal:** How do you expect the internship to give you a greater sense of personal civic responsibility?

II. Meet with Internship Coordinator: You must schedule a meeting to speak with Patrice Burns during the 3rd or 4th week of your internship to discuss your responsibilities, the workplace culture and communication, and any questions or concerns you may have. We will also schedule follow-up meetings, as needed.

III. Meet with the Professor: When you are at least halfway through your internship, you must schedule a meeting with Barah Mikail 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 theories and concepts you learned in class.

At the end of the semester, students will submit:

IV. Reflection: Students will write a 3-4-page (1.5 spaced) reflection.
One the one hand, the reflection should address the manner in which the internship connected with the topics covered in the MA. *What has the experience taught you about specific contemporary crises or crisis analysis more generally?*
On the other, it should assess your work and development through the internship. *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?*

V. Work Sample: Students must submit a sample of their work completed during the internship. This will vary from student to student, depending on the nature of the internship. It can be an article, a report, a blog, meeting notes, social media posts, spreadsheet, a website, a press release, etc. Include an explanation of the sample – explain why you created it and the process you followed. Be sure to obtain permission from your supervisor before sharing the document with us.

On the job commitment:
1. Student:
• Fulfill the hours and follow the norms set by the company.
• Fulfill the job outlined by the company.
• 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 goals, work, and the final report.

4. Professor:

- Meet with student during the course and provide mentoring throughout the course as needed.
- Review and evaluate all student work; submit the final grade for the class.

Grading: The work will be supervised and monitored by the Workplace Mentor and the Internship Coordinator from SLU-Madrid. The Workplace Mentor will evaluate the student's performance by completing an evaluation form and returning it to the Internship Coordinator. The Internship Coordinator provides her feedback to the POLS 5910 professor. The final grade for this course is A-F and will be determined as follows:

- 25% - Workplace Mentor Evaluation
- 25% - Personal Development Goals, Development Work and Development as expressed through meetings
- 50% - Final Reflection and Work Sample

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: <u>Critical GenAI use is accepted</u>

Students should know that, in this course, <u>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.</u> 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.