

Saint Louis University-Madrid Campus  
**EAS-4910 M-01 Internship**  
**(Environmental Studies)**

Saint Louis University-Madrid Campus

Career Services

Course name: Internship

Professor: Ivan Sanchez

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Course Code: EAS-4910-M01

Prerequisites: Detailed on SLU-Madrid Career Services Webpage and below

Credit Hours: 1-6 credits

**Course Description:** An 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.

**Note:** The Internship may have two modalities “work” and “research”.

The “work” modality is related to work made in a company, non-profit, or other institution related to the BA on Environmental Studies content.

The “research” modality is time spent working with a researcher in a chosen field. This modality does not require elaborating a capstone project such as in EAS 4980.

**Prerequisites:**

- 1) Approval by the Internship Coordinator
- 2) Approval by the internship Professor
- 3) Junior or Senior standing
- 4) Fluent in English and Spanish (3000-level Spanish required in case the Internship is in Spain)
- 5) Meet all internship requirements as listed on the Career Services webpage

**Course Registration:** Students must obtain an internship and submit all required documents as outlined on the [Internships](#) webpage to the Internship Coordinator. Upon acceptance in an internship position, students will be enrolled in the course.

Note: The course professor from the natural Sciences division may help with suggestions or contacts for the internship related to the Environmental Studies BA, particularly if it is related to a “research internship”.

**Course Objectives and Learning Outcomes:**

*1) Student Learning Objectives.* During their first week on the job or research collaboration, students must submit their learning objectives to the course professor, addressing their goals for the following areas in a 1-page 1.5-spaced Word document.

- a. Professional: How do you expect this internship to help you pursue your career goals?

- b. Personal: What knowledge or skills (e.g. sampling techniques, public speaking, and relations, writing academically or otherwise, socio-cultural competency, leadership, initiative, etc.) do you hope to obtain through this internship?
- c. Scholarly: How do you expect your internship to relate to what you have learned as a student of SLU-Madrid? What scholarly impact you would like to experience?

## 2) Bi-weekly Analysis

The bi-weekly analysis is to focus on one of two areas:

**Analysis of a Problem or Project** – you must cover the following in your report:

1. Problem statement
2. Action plan
3. Results
4. Conclusions and recommendations
5. Learning – How does this compare to what I have learned in my classes at SLU-Madrid?

**or**

**Analysis of a Procedure** – you must cover the following points:

1. Description of the processes of different activities within the company
2. Coordination of the processes
3. Possible improvements
4. Learning - How does this compare to what I have learned in my classes at SLU-Madrid?

Additionally, you will have to answer bi-weekly at least one of the behavioral interviewing questions found in On the Job Commitment section point 4.

## 3) Meet with the internship professor

**You need to schedule at least one meeting** with the Internship professor to discuss your **progress** and the **final work sample**.

## 4) Internship Reflection and Work Sample

- a. **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 professor is required. Include an explanation of the sample – explain why you created it and the process you followed.
- b. Reflection: Students will write a 3-4 page paper (1.5-spaced) that focuses on the role of the organization and their own experiences and analysis. The reflection should respond to the following considerations, among others:
  1. Analyze the effectiveness of the institution from both the organization's point of view and based on your own findings. *Who is the organization trying to serve and how? What are the organization's standards for effectiveness? Does it live up to those standards? In what specific ways are they successful? What obstacles do they face?*

## 2. Student and Personal Development

- i. Describe how the work you did relates to the firm's mission and objectives.
- ii. Analyze the following aspects of your work and development:
  - a. The activities you carried out.
  - b. The challenges you faced.
  - c. The skills you obtained.
  - d. The goals you achieved.
  - e. How you implemented concepts you have learned in your classes at SLU-Madrid. What theories did you see in practice in the workplace?
  - f. How you will apply the key lessons learned as you develop in your career.
  - g. The personal or professional areas you hope to improve on as you develop in your career.

5) *Updated Resume*. Students will integrate their internship experience into a resume that also includes their professional objective(s), educational information, and other relevant experience.

**The final written project you turn in will incorporate all written work you completed for the course (Points 1 – 5 above).**

### **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 Professor:

- Coordinate with the student and Workplace Mentor to ensure the work is challenging and that the student is fulfilling her or his commitment.
- Evaluate the performance of the student's goals, journal, progress reports, and the final report.

#### 4. Behavioral Interviewing Questions: answer them in detail.

- Some people consider themselves to be “big picture people” and others are “detail-oriented”. Which are you? Give an example of a time when you displayed this.
- There is more than one way to solve a problem. Give an example from your recent work experience that would illustrate this.
- 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.
- Tell us about the last time that you undertook a project that demanded a lot of initiative.
- Describe the project or situation that 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.
- Give a specific example of a time when you had to address an angry colleague or customer. What was the problem and what was the outcome? How would you assess your role in diffusing the situation?
- 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 a time when you took responsibility for an error and were held personally accountable.
- 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 a very successful event.
- Tell us about your most difficult sales experience.

**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 assessment form and returning it to the Internship Coordinator. The final grade for this course is Pass/No Pass and will be determined as follows:

- 25% - Workplace Mentor Evaluation
- 25% - Personal Development Goals, Journal and Progress Reports
- 50% - Final reflection, Resume and Work Sample