POLS-3914: Foreign Service Internship

Saint Louis University-Madrid Campus
Division: Business and Social Sciences
Course name: Foreign Service Internship
Professor and Faculty Course Advisor: Barah Mikaïl
Internship Coordinator: Patrice Burns
Email: barah.mikail@slu.edu
Course Code: POLS-3914
Prerequisites: Director approval and all requirements detailed below.
Credit Hours: 0-6

Course Description:

This course addresses the enriching, hands-on experiences offered to student-interns as they collaborate with public and private structures, agencies and nongovernmental organizations focused on international relations.

A foundational understanding of International Relations 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 organization.

Academic credits are awarded based on the duration of the intern's commitment, aligning 180 hours of work to 3 academic credits. This generally manifests as a commitment of 12-15 hours per week during the Fall and Spring semesters.

The allocation of academic credit is contingent upon the total hours completed by the student-intern, with a requisite of 180 hours of work translating to three academic credits. Typically, during the Fall and Spring semesters, a work schedule of 12-15 hours per week is anticipated.

Students also have the opportunity to accumulate credits through two separate internships, each contributing three credits. However, it is essential in this case that each internship offers different learning experiences and content.

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 internship and meet with the Faculty 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:

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. ***Assessing Behavioral Competencies***
Each two weeks, you will need to answer one of the behavioral interview questions listed on the last page of this syllabus. You can choose the question you want each week, but your **answers must pertain to your current internship position.**

3. *Fortnightly Evaluation*
Every 2 weeks you must submit a problem or procedure analysis to your Faculty Course Advisor. This is an analysis, not a journal. You must **analyze** a specific work activity or situation, not just explain what you have done. The weekly analysis is to 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 the company
   2. Coordination of the processes
   3. Possible improvements
   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?

4. *Monthly Meeting: 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**.

5. *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 and/or fields.

6. *Key Highlights: Noteworthy Considerations*

Discussions may/will 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.

7. *Reflective Insights: Internship Experience and Accomplishments*

At the end of the semester, you will submit your *Internship Reflection.* There are two steps to take into account. The main aspects related to this work come the following way:

7.1. Work Sample

Students must submit a sample of their work (draft structure and explanation of content) for prior approval. 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 and the Faculty Course Advisor is required**.

7.2. Final Paper

Students will write **a paper of an average 1,500 words** that focuses on the international and social role of the organization and their own experiences and analysis. The reflection should respond to the following considerations, among other possible relevant choices:

a. Analyze the effectiveness of the institution from both the organization's point of view and based on your own findings.
   1. *Who is the organization trying to serve and how? What are the organization's standards for effectiveness? Does it live up to those standards?*
   2. *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.*

b. Evaluate the impact of both the service provided by the organization and your own active participation in this field.
   How does the organization fit into the parameters required for strengthening civil society? If it did not, then explain what you and the organization could do or could have done differently to make a bigger impact.

c. 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 school and university 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?

* The final reflection project you turn in will incorporate all written work you have completed for the course (points above).

On the job commitment:
1. Obligations of the student:
• Fulfill the hours and follow the norms set by the company
• Fulfill the job outlined by the company
• Maintain contact, request meetings and send regular updates to your Faculty Course Advisor and the Internship Coordinator

2. Faculty Course Advisor
• Review and evaluate the student's work and on-the-job performance
• Develop a work plan for the student
• Orient and support the student on the job

• Evaluate the student's on-the-job performance
• Meet with the student and provide mentoring throughout the course as needed
• Submit the final grade for the class.

3. Internship Coordinator:
• Coordinate with the student and Faculty Course Advisor to ensure the work is challenging and that the student is fulfilling her or his commitment
• Work with the Faculty Course Advisor to evaluate the performance of the student's goals, journal, progress reports and the final report.

Grading: The work will be supervised and monitored by the Faculty Course Advisor and the Internship Coordinator from SLU Madrid. The Faculty Course Advisor will evaluate the student's performance by completing an evaluation form and returning it to the Internship Coordinator. The final grade for this course is A-F and will be determined as follows:

• 25% - Overall Evaluation of the Internship Experience, Communication, the Following of Procedures…
• 25% - Evaluation of Personal Development Goals and Journal
• 50% - Grade for the Final Report, the Resume and the Portfolio.

E-mail: Campus and course announcements will often be handled by e-mail. Students should check their "@slu.edu" e-mail regularly.

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. During the semester, some ad hoc classes will introduce students to the ethical and responsible use of AI.</u>

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.

- <u>Format to acknowledge the use of generative AI tools:</u>

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.

- <u>In a nutshell</u>

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.

Addendum - Behavioral Interviewing Questions:
Each week choose one question among the following ones and answer it in detail.
Note: your internship and/or academic supervisors may also suggest other questions depending on what they see from your experience.

• Describe a time when you organized or planned an event that was very successful.
• Describe a situation when you demonstrated initiative and took action without waiting for direction. What was the outcome?
• Talk about your most difficult sales experience.
• 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?
• Talk about a time when you took responsibility for an error and were held personally accountable.
• Describe a situation where you felt you had not communicated well. How did you correct the situation?
• Describe a time when you came up with a creative solution/idea/project/report to a problem in your past work.
• Describe the most significant written document, report, or presentation which you had to complete.
• Mention a recent successful experience in making a presentation. How did you prepare? What obstacles did you face? How did you handle them?
• 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 a situation where you demonstrated initiative and took action without waiting for direction. What was the outcome?
• Describe a situation when you made a suggestion to improve the work in your organization.
• Describe a situation where you felt you had not communicated well. How did you correct the situation?
• Describe a situation where you demonstrated initiative and took action without waiting for direction. What was the outcome?
• Describe a time when you were able to effectively communicate a difficult or unpleasant idea to a superior.
• Describe a time when you came up with a creative solution/idea/project/report to a problem in your past work.
• Describe a time when you took responsibility for an error and were held personally accountable.
• Describe a situation when you demonstrated initiative and took action without waiting for direction. What was the outcome?
• Describe a time when you undertook a project that demanded a lot of initiative.
• Describe the project or situation which best demonstrates your analytical abilities. What was your role?
• How do you typically deal with conflict? Can you give me an example?
• Did you face situations of silo mentality? Explain.
• Are decisions in this organization made vertically or horizontally? Is this process efficient? Explain.
• 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.
• Do you prefer to work independently or on a team?
• When and how are you most productive?
• What did this internship experience change in you?