



SAINT LOUIS UNIVERSITY
MADRID

POLS 3917 Research Internship

Saint Louis University-Madrid Campus
Division: Business and Social Sciences
Course name: Research Internship
Supervisor: Barah Mikail
Email: barah.mikail@slu.edu
Course Code: POLS-3917
Prerequisites: Director approval and all requirements detailed below.
Credit Hours: 3

Course Description

The Research Internship offers students a valuable learning experience where they can apply their classroom knowledge to library research and develop a comprehensive written project. This project, which spans one semester, involves conducting extensive research, citing relevant sources, and creating a bibliography. It is an opportunity for Junior and/or Senior students to showcase their acquired skills and knowledge from the past three years while exploring a self-defined topic in-depth.

Throughout the project, students will be guided by a primary advisor who must be a Faculty member specializing in Political Science. It is recommended that students choose a director from the Faculty who can contribute expertise to their project. The responsibility of selecting and organizing the project lies mostly with the student, emphasizing independent thinking and project management from the initial idea to its final completion. The director acts as an advisor and evaluator, meeting regularly with the student to monitor progress and provide necessary guidance.

Prerequisites

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

Course objectives and outcomes

The student will work on a project where he/she will develop and demonstrate their ability to:

- Engage in and successfully complete independent work at an advanced level within his/her major
- Demonstrate critical thinking skills by analyzing, synthesizing, and reasoning with the expertise and knowledge expected of a college graduate
- Exhibit creativity and discipline in your work
- Develop an understanding of the underlying assumptions and approaches within the disciplines relevant

to your project

- Communicate ideas in writing with clarity and precision
- Maintain regular meetings and progress reports with your project director
- Participate in meetings with the committee overseeing your project
- Successfully finalize the project.

Course Credit

POLS 3917 is a three-credit course that counts as one of the POLS electives.

Grading: The work will be supervised and monitored by the Faculty Member that acts as Primary Advisor. The final grade for this course is A-F and will be determined as follows:

10% Project Proposal (1,500-2,000 words)

10% Bi-monthly reflection on the research process

80% Final Project (10,000-12,000 words)

Note: An extra-credit can be given for exceptional student performance such as innovating methodology, thorough research, original key ideas, etc.

E-mail

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

Requirements for this course

- Regular meetings, monthly, at the student's initiative, with the advisor/project director to discuss progress
- Submission of a project proposal
- Submission of a bi-monthly reflection on the research process
- Submission of the final project by the end of the internship.

Clarification on assessment

(Dates and deadlines will be agreed upon between the student and his supervisor).

Project proposal (10%): the proposal project must include between three and five pages plus bibliography. It must mention a topic, the reasons for this choice, a research question, a provisional structure for the demonstration, some of the sources that are meant to be referred to and used, as well as a timeline for the work.

Additional categories may apply depending on the methodology that the Faculty Supervisor suggests, such as including a literature review or a note on methodology for example.

Extended written project (80%): The written project is expected to be around 10,000-12,000 words, plus bibliography and annexes. It needs to include the draft of the paper ahead of its finalization, and, if possible, to present the conclusions. The student is meant to also put forward the points that she/he is finding difficulties with, and to discuss them with the supervisor.

Do not forget that quality is the critical factor here! Further advice on the style of presentation for the final project follows at the end of this syllabus.

Alongside the final project, you need to submit a *bi-monthly reflection on the research* (10%). Please use this assignment to reflect critically on how are you achieving the goals and timeline set out in the proposal? What changes has the project undergone in the process of research?

Project director selection

The candidate will select a director from among the Political Science Department Faculty. The director will guide students through this process, but in order for this to happen effectively, it is very important that students meet with faculty regularly. Students should be ready to meet **at least** once a month with the project director. Students will take the responsibility for organizing these meetings, as well as meetings with the other faculty who form the project committee.

The responsibilities of the director are:

- To consult with the student about interests and possible topics;
- To help the student select an appropriate topic;
- To advise the student on selection of a project committee and to call for meetings of the committee;
- To meet with the student regularly throughout the semester, to encourage and guide the student in research and in formulating ideas;
- To help the student build a methodology based on both intellectual references and other sources of knowledge (interviews, conferences...);
- To respond critically and constructively to early drafts, and to work with the student on refining, clarifying and polishing;
- To evaluate the student's final draft in term of standards established by the major, and to stipulate necessary revisions;
- To chair the final committee meeting and to submit the grade.

Research project committee (optional)

If the Director and/or the student deem it justified, a project committee can be set up. In this case:

- Together with the director, the student will select two other members of faculty to serve as the project committee. They can be from outside of the Political Science Department
- The committee members will meet with the student at least once a semester, advisably twice, to offer assistance on the project
- The committee will meet at the end of the semester to assess the final research project and agree on a grade.

Student's responsibilities

Projects that do not succeed are often those in which the student and the advisor have not stayed in regular contact. It is the student's responsibility to contact the director because this is an independent project, and so the student is to take primary responsibility for staying in contact with the director and the committee members. Regular meetings are important because they permit problems to be addressed. A good project is not problem-free but is one whose problems have been solved in consultation. Students need to take the initiative of staying in touch with the director and all members of the committee to gain their assistance. This is especially important when the student encounters problems.

Guidelines for the Student's Self-evaluation Process

Step 1: Summarizing the process

- Re-read your initial proposal.
- Briefly restate or summarize the goals and intention of your project as stated in the proposal;
- Describe and discuss about what modifications, new directions and insights you have had during the semester. How has your topic/focus changed and/or stayed the same.
- Where is your thinking on your topic at now?

Step 2: Discussing relevant/useful sources.

- Discuss in detail the most important works (texts, artwork, music, other sources) and their impact on your thinking during this past semester
- Think of additional sources and/or references that could be helpful for your work (experts to interview, seminars to participate too...)

Step 3: Describe what you have accomplished so far.

- Reflect on your process. Did your reading, writing, and work progress as you had expected? What went differently?
- Are you where you had hoped or expected to be at this point? What has helped you progress, what has hindered your progress?
- Write a timeline of what you've done thus far, referencing the schedule that you had planned for yourself for the semester and how well you have been able to follow it.

Step 4: Planning for next steps.

- In light of what you've learned about your topic and your own work habits on a major project, write a plan for your next steps.
- Think about what type of work schedule has worked (or failed to work) for you this past semester, and how you plan to accomplish your work in the coming semester.
- Develop a schedule (e.g., time commitments) for the coming semester.

Style Requirement for the Extended Written Project

Table of Contents

The table of contents should clearly illustrate how the project is organized. It may be brief or elaborate, but it must correspond exactly to the headings and the subheadings included in the text. A list of tables and figures may be included on a separate page following the table of contents.

Tables and Figures

The advisor can answer questions concerning tables and figures. Some general guidelines are as follows:

- Tables and figures may appear on separate pages or within the body of the text. A description of a figure should appear below it or, if there is insufficient space, on a facing page. The description of a table normally appears above it. Tables and figures should be numbered independently.
- A table that is oversized may be divided so that portions of it appear on two pages facing each other. The entire title and any footnotes must appear on the left-hand side of such over-sized tables.

Abstract

The abstract is a 200-250 word statement of the essence of the project. It should give a clear sense of the central argument, rationale for and/or concerns as well as the major areas of discussion, examples, creative experiments, etc. and their outcome. The abstract should be submitted to the committee with the final draft and will be discussed at the end of semester committee meeting.

The Form of the Project

All projects must be double spaced on A4 paper. Margins must be 1-1/2" on the left and 1" on the right, top, and bottom. Pages should be numbered consecutively, starting with the first page of text, using Arabic numerals. Page numbers should be centred at the top or bottom of the page.

If a project includes non-print material –CDs, slides, films, music scores, oversized manuscripts, etc. –one copy of such material should be submitted with the copy of the written component of the intended.

All projects must follow an accepted manual of style and consistent form of documentation, since preferred style manuals and forms of documentation vary by major and discipline. The student should check with the advisor to determine the style and form of documentation that should be followed.

The appropriate style manual should answer any questions of form that the student may have. The following information is provided as a brief overview of some major points of organization and presentation.

Sequence of Pages

The following sequence of pages is recommended:

- Preliminary pages (numbered with small Roman Numerals)
- Title Page
- Acknowledgments and/or Dedication
- Table of Contents
- List of Tables
- List of Figures
- Abstract
- Body (numbered with Arabic numerals)
- Body of Text
- Figures and Tables (if not included in text)
- Bibliography
- Appendices

To avoid any sort of confusion, the student must consult with his Director/Supervisor regarding any aspect that he is not sure or clear about.

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.

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.

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 Affairs (studentlife-madrid@slu.edu; +34 915 54 58 58, ext. 213) or, if you wish to speak to a confidential resource, the Wellness Center (wellness-madrid@slu.edu +34 915 54 58 58, ext. 230), both located on the first floor of Padre Rubio Hall. 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 have a responsibility 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 SLU-Madrid's Wellness Center, located on the first floor of Padre Rubio Hall (wellness-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).

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 Affairs (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.