INTN-4910-M02 ʹInternship
Saint Louis University-Madrid Campus
Career Services
Course name: Internship
Professor: P Burns
Email: patrice.burns@slu.edu
Course Code: INTN-4910-M02
Prerequisites: Detailed on SLU-Madrid Career Services Webpage and below
Credit Hours: 2
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 120 hours to earn 2 credits.
Prerequisites:
1)Approval by Internship Coordinator
2)Junior or Senior standing
3)Fluent English and Spanish (3000-level Spanish required)
4)Have a minimum 2.65 overall GPA
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
Career Services webpage to the Internship Coordinator. Upon acceptance in an internship position, students will
be enrolled in the course.
Course Objectives and Lear (o)5 (rd)2())-229-0.08 Tw sd
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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 Coordinator is required. Include an explanation
of the sample ʹ explain why you created it and the process you followed.

b. Reflection: Students will write a 3-4 page paper (double-spaced) that focuses on the business/political
and social role of the organization and their own experiences and analysis. The reflection should
respond to the following considerations, among others:

x Analyze the effectiveness of the institƵƚŝŽŶĨƌŽŵďŽƚŚƚŚĞŽƌŐĂŶŝǌĂƚŝŽŶ͛ƐƉŽŝŶƚŽĨǀŝĞǁĂŶĚďĂƐĞĚŽŶ
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standards for effectiveness? Does it live up to those standards? In what specific ways are they
successful? What obstacles do they face?

x 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 key lessons learned to your future career?

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

On the job commitment:
1. Student:
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2. Workplace Mentor:
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ͻǀĂůƵĂƚĞƚŚĞƐƚƵĚĞŶƚΖƐŽŶ-the-job performance.

3. Internship Coordinator:
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fulfilling her or his commitment.
ͻtŽƌŬǁŝƚŚƚŚĞĨĂĐƵůƚǇŵĞŵďĞƌƚŽĞǀĂůƵĂƚĞƚŚĞƉĞƌĨŽƌŵĂŶĐĞŽĨƚŚĞƐƚƵĚĞŶƚΖƐŐŽĂůƐ͕ũŽƵƌŶĂů͕ƉƌŽŐƌĞƐƐƌĞƉŽƌƚƐ

ͻ 50% - Final reflection, Resume and Work Sample

Behavioral Interviewing Questions: Each week choose one question and answer it in detail. x ^ŽŵĞƉĞŽƉůĞĐŽŶƐŝĚĞƌƚŚĞŵƐĞůǀĞƐƚŽďĞ͞ďŝŐƉŝĐƚƵƌĞƉĞŽƉůĞ͟ĂŶĚŽƚŚĞƌƐĂƌĞ͞ĚĞƚĂŝůŽƌŝĞŶƚĞĚ͘͟tŚŝĐŚĂƌĞ
y ou? Give an example of a time when you displayed this. x There is more than one way to solve a problem. Give an example from your recent work experience that

wo uld illustrate th is. x 'ŝǀĞƚǁŽĞǆĂŵƉůĞƐŽĨƚŚŝŶŐƐǇŽƵ͛ǀĞĚŽŶĞŝŶǇŽƵƌũŽďƚŚĂƚĚĞŵŽŶƐƚƌĂƚĞǇŽƵƌǁŝůůŝŶŐŶĞƐƐƚŽǁŽƌŬŚĂƌĚ͘ x Tell us about a time when a supervisor criticized your work. Give a specific example. x Tell us about the last time that you undertook a project that demanded a lot of initiative. x Describe the project or situation which best demonstrates your analytical abilities. What was your role? x Describe a situation where you felt you had not communicated well. How did you correct the situation? x Describe a time when you were able to effectively communicate a difficult or unpleasant idea to a

superior. x Describe the most significant written document, report or presentation which you had to complete. x Tell us about a recent successful experience in making a presentation. How did you prepare? What

o bstacles did yo u face? How did you handle them? x Describe a time when you made a suggestion to improve the work in your organization. x 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 asses your role in diffusing the situation? x Describe a situation when you demonstrated initiative and took action without waiting for direction.
What w as t he o utcome? x Describe a time when you came up with a creative solution/idea/project/report to a problem in your

past wo rk. x Tell us about a time when you took responsibility for an error and were held personally accountable. x Tell us about some demanding situations in which you managed to remain calm and composed. x How do you typically deal with conflict? Can you give me an example? x Tell us about a time when you organized or planned an event that was very successful. x Tell us about your most difficult sales experience.