

POLS 3910 Federal Government Internship,
Spring 2024

Credit(s): 1-6
Prerequisite(s):

Assessment of Student Learning: To maintain quality academic offerings and to conform to accreditation requirements, SLU-Madrid regularly assesses its teaching, services and programs for evidence of student learning. For this purpose, SLU-Madrid keeps representative examples of student work from all courses and programs on file, including assignments, papers, exams, portfolios and results from student surveys, focus groups and reflective exercises. Copies of your work for this course may be kept on file for institutional research, assessment and accreditation purposes. If you prefer SLU-Madrid not to retain your work for this purpose, you must communicate this decision in writing to your professor.

Course Objectives and Learning Outcomes:

1. Student Learning Objectives. During their initial phase on the job, students must submit their learning u k448 (o)-9.2 (e)-6 (

3. Meeting with Faculty Course Advisor. When you are at least halfway done with your internship, you must schedule a meeting with Dr. Blanch 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:

4. Internship Reflection and Portfolio.

-> Students will write a paper 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 others:

- a. Analyze the effectiveness of the institution from both the organization's point of view and based on your own findings.
- b. Who is the organization trying to serve and how? What are the organization's standards for effectiveness? Does it live up to those standards?
- c. Create your own criteria to assess the organization's effectiveness. Following these criteria, in what specific

- 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 performance.

4. Faculty Member:

- Meet with student during the semester 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 final grade for this course is A-F and will be determined as follows:

- 25% - Workplace Mentor Evaluation
- 25% - Personal Development Goals and Key Questions
- 50% - Final Report and Portfolio

Grading System: Explain how you calculate the final grade. For example: A = 93 or higher; A- = 90-92; B+ = 87-89; B = 83-86; B- = 80-82; etc.

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

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 (m)-66249.ma 24.6 (r)13247 of.2 ()1048 (t)

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.

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Friday-Thursday, May 3-9 Final exams

Friday, May 10 Commencement. Host family housing move-out date

Sunday, May 12 Professors' deadline to submit final grades