



## **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 Mikail  
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:**

### ***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?

### ***Assessing Behavioral Competencies***

Each two weeks,

***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.

***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

- 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:** A 93%-100%, A- 90%-92%, B+ 87%-89%, B 83%-86%, B- 80%-82%, C+ 73%-79%, C 67%-72%, C- 60%-66%, D 50%-59%, F 0%-49%

### **Addendum - Behavioral Interviewing Questions:**

Each week

- 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?