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Prerequisites: Detailed on SLU-Madrid Career Services Webpage  
Credit Hours: 3

Course Description:  
The University in cooperation with various museums and galleries located in Madrid offer internships to qualified undergraduate students. It is important that the student understand that this is a serious work opportunity that is demanding in time, professionalism, and language skills.

Prerequisites:  
1) Junior or senior standing.  
2) Students MUST be enrolled in the Minor in Art History program in Madrid.  
3) GPA of 2.85 and faculty recommendation.  
4) Meet all internship requirements as listed on the Career Services webpage.  
5) Fluent English and Spanish (300-level Spanish required).  
6) Ability to work Monday to Friday for a minimum of 15-20 hours per week (minimum period of 90 days). 144 hours are required to earn 3 credits.

Course Registration:  
Students must obtain an internship and meet with the Faculty Director to complete the Internship Agreement Form appended to this document. Students submit the signed form and all required documents as outlined on the Career Services webpage to the Internship Coordinator. Upon acceptance and placement in an internship, students will be enrolled in the course.

Disability Services:  
Any student who qualifies for special accommodations, due to presence of a disability, and feels it necessary to utilize them in order to meet the requirements of this course as outlined in the syllabus, should contact Counseling/Disability Services. Please phone the office at 91 554-5858 (Ext. 230), or send an e-mail to disabilityservices-madrid@slu.edu. Students may also stop by the Counseling/Disabilities Services office. Confidentiality will be observed in all inquiries.

IB-480 and the Five Dimensions of the SLU Experience: Reflective of its mission, Saint Louis University strives to engage its students in five interrelated dimensions contributing to the development of the whole person: 1) scholarship and knowledge, 2) intellectual inquiry and communication, 3) community building, 4) leadership and service, and 5) spirituality and values. The art history internship provides opportunity for student growth in each of these dimensions. Through their active participation in the workplace, students will gain knowledge of both a professional environment and the art sector. They build their existing communication abilities and learn a new skill set appropriate for office dealings through interactions with their colleagues, outside agencies and clients.

Course Objectives and Learning Outcomes:  
To gain inside knowledge of work ethics, procedures and the development of projects in the world of museums and galleries. This may involve helping in the cataloguing and research of their collections,
public relations and marketing, experience in the day to day running of an art institution, or the development and organization of temporary exhibitions. In this way, students complement their learning by relating it to the workplace whilst adding valuable work experience to their resumes and making professional contacts for future reference. Internships offer students a good test of career possibilities, allowing them to explore possible career paths and future professional choices. Students should research the potential internship sites, and be well informed about their current projects and missions and objectives prior to the interview.

- Prioritize and manage work load in order to present and complete tasks on time
- Develop oral and written communication skills
- Show to be responsible, develop initiative and creativity when dealing with work related issues

**Assessment**

Students are required to present written assignments depending on the tasks and type of work agreed upon among the student, the internship supervisor, and the hosting institution. This may involve writing an essay that relates to the setting of an exhibition; copies of texts written during the internship (catalogue entries, press releases, etc.); or a weekly journal that logs the student’s activities. Students must also submit two Internship Performance Evaluation forms filled by their Site supervisor: the first one at Mid-term and the second one before the internship ends (dates for this will be established by the Internship supervisor).