Saint Louis University-Madrid Campus  
Business and Social Sciences  
IB-4910-M01 - International Business Internship

Saint Louis University-Madrid Campus  
Division: Business and Social Sciences  
Course name: International Business Internship  
Professor: P Saona  
Email: paolo.saona@slu.edu  
Course Code: IB-4910  
Prerequisites: Detailed on SLU-Madrid Career Services Webpage and below  
Credit Hours: 3

**Course Description:** The internship program offers students the opportunity to gain professional experience and develop important skills by working in a company in the Madrid area. The internship is also intended to benefit the participating organization through student contributions. The student will earn course credit for the internship as outlined below.

**Prerequisites:**
1) GPA of 3.0 and above.
2) Junior or Senior standing.
3) Fluent English and Spanish (300-level Spanish required).
4) Ability to work 5 days a week for a minimum of 15-20 hours per week for a minimum of 90 days. Students must work a minimum of 180 hours.
5) Complete an interview with the Internship Coordinator and a Spanish professor prior to the actual company interview.
6) Prior completion of the following courses is highly recommended: ECON-1900 (Principles of Economics); ACCT-2200 (Fundamentals of Financial Accounting); FIN-3010 (Principles of Finance); MKT-3000 (Introduction to Marketing Management).

**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:**
In addition to fulfilling the job requirements, students are required to complete the work outlined below:

1) **Personal Development Goals**
Once the internship is obtained and you have had an opportunity to meet with the Workplace Mentor to discuss the details of the job, you must submit a written outline of your internship responsibilities and your personal development goals for the experience. This plan should include the following elements:
1. Description of the job you are expected to fulfill.
2. Contribution you hope to make to the firm or department.
3. Personal goals you hope to achieve and the skills you hope to develop.
4. How you expect your internship to relate to what you have learned as a student of international business.

2) Journal
You are required to keep a daily journal of your work. This journal should be updated on a daily basis in order to record what takes place on the job. This involves a description of the assignments and other duties you perform for the company, the challenges you face, the thoughts you have and the key learning that takes place. Discuss how your work relates to what you have learned as an International Business student. The journal must be submitted on a bi-weekly basis to the Internship Coordinator.

3) Bi-weekly Analysis
You will meet every two weeks with the Internship Coordinator to discuss your progress and the final work sample. At that meeting, you must submit a problem or procedure analysis to your Internship Coordinator. The bi-weekly analysis is to focus on one of two areas:

   **Analysis of a Problem or Project** – you must cover the following in your report:
   1. Problem statement
   2. Action plan
   3. Results
   4. Conclusions and recommendations
   5. Learning – How does this compare to what I have learned in my classes at SLU-Madrid?

   or

   **Analysis of a Procedure** – you must cover the following points:
   1. Description of the processes of different activities within the company
   2. Coordination of the processes
   3. Possible improvements
   4. Learning - How does this compare to what I have learned in my classes at SLU-Madrid?

The bi-weekly analysis is different from your journal. Your journal is to keep a track record of what you do on a regular basis; the bi-weekly analysis is to analyze a specific work activity or situation.

4) Meeting with Faculty Course Advisor. When you are at least halfway done with your internship, you must schedule a meeting with Dr. Saona 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.

5) Final overview of the company and your contribution
There are two core components:

   1. The Company
      i. Describe the company in which you have done your internship, their mission and objectives.
      Analyze the macroeconomic environment of the company via a SWOT analysis. In the case of a non-profit organization, focus the SWOT analysis on the ability of the firm to fulfill its objectives.

   2. Student and Personal Development
      i. Describe how the work you did relates to the firm’s mission and objectives.
ii. Analyze the following aspects of your work and development:
   a. The activities you carried out.
   b. The challenges you faced.
   c. The skills you obtained.
   d. The goals you achieved.
   e. How you implemented concepts you learned in class. What theories you saw in practice in the workplace.
   f. How you will apply the key lessons learned as you develop in your career.
   g. The personal or professional areas you hope to improve on as you develop in your career.

6) 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 – explain why you created it and the process you followed.

7) Submitting the Final Project
The final written project you turn in will incorporate all written work you completed for the course (Points 1 – 6 above).

On the job commitment:
1. Student:
   • Fulfill the hours and follow the norms set by the company.
   • Fulfill the job outlined by the company.
   • Maintain contact with your Workplace Mentor and the Internship Coordinator in the manner indicated.

2. Workplace Mentor:
   • Develop a work plan for the student.
   • Orient and support the student on the job.
   • Evaluate the student’s on-the-job performance.

3. Internship Coordinator:
   • 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 goals, journal, progress reports and the final report.

4. Faculty Member:
   • Meet with student during the course 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 Internship Coordinator provides her feedback to the IB 480 professor on the Grading Feedback Form. The final grade for this course is A-F and will be determined as follows:
• 25% - Workplace Mentor Evaluation
• 25% - Personal Development Goals, Journal and Progress Reports
• 50% - Final reflection, Resume and Portfolio

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

Disability Accommodations 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 your course instructor.
- University-level support (e.g., tutoring/writing services, Disability Services) by visiting the Academic Dean’s Office (San Ignacio Hall) 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 Disability Services at disabilityservices-madrid@slu.edu or +915 54 58 58, ext. 230 for an appointment. 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. For more information about academic accommodations, see the Disability Services webpage.

Note: Students who do not have a documented disability but who think they may have one are encouraged to contact Disability Services.

University Statement on Academic Integrity: 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.

The professor will review these matters during the first weeks of the term. Please direct questions about any facet of academic integrity to your faculty, the chair of the department of your academic program or the Academic Dean of the Madrid Campus.

University Title IX Statement: Statement: Saint Louis University and its faculty are committed to
supporting our students and seeking an environment that is free of bias, discrimination, and harassment. If you have encountered any form of sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the University. If you speak with a faculty member about an incident of misconduct, that faculty member must notify SLU’s Title IX deputy coordinator, Patrice Burns, whose office is located on the third floor of San Ignacio Hall, Calle Amapolás, 3 (patrice.burns@slu.edu; 915-54-5858, ext. 241) and share the basic facts of your experience with her. The Title IX deputy coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus.

If you wish to speak with a confidential source, you may contact the counselors at the SLU-Madrid’s Counseling Services on the third floor of San Ignacio Hall (counselingcenter-madrid@slu.edu; 915-54-5858, ext. 230) or Sinews Multipletherapy Institute, the off-campus provider of counseling services for SLU-Madrid (www.sinews.es; 917-00-1979). To view SLU-Madrid’s sexual misconduct policy and for resources, please our policy posted online. Additional information is available at the University’s website “SLU is here for you.”

Assessment
In order 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.

Basic 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 Marta Maruri, SLU-Madrid’s Director of Student Life (marta.maruri@slu.edu or 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.