



SAINT LOUIS UNIVERSITY
MADRID

ENGL-4910 English Internship

Spring 2025

Credit(s):	3
Prerequisite(s):	At least two 3000 level courses
In-Person Class Time:	
Classroom:	
Instructor:	Timothy Ryan Day, PhD
Instructor's Email:	timothy.day@slu.edu
Instructor's Phone:	(+34) 91 554 58 58, ext. 000
Office:	SIH-310
Office Hours:	W 11:00-15:00 (Madrid time) in the Media Lab and by appointment

Course Description: The English Internship is designed to help students learn by experience, make connections between their classroom learning and the workplace, and prepare for their careers. It will involve the student in sustained use of the strong writing, researching, editing, and critical thinking skills provided by the major, and/or in teaching literary studies. A student must work 150 hours to earn the 3 credits.

Prerequisites:

- 1) Approval by the English Department Director.
- 2) Junior or Senior standing.
- 3) Be a declared SLU English major in good standing.
- 4) Have taken at least TWO 3000-level courses.
- 5) Have earned a 3.0 GPA within the English major and 2.5 overall GPA
- 6) Meet all internship requirements as listed on the Internships webpage.

Course Registration: Students must obtain an internship and submit all required documents as outlined on the Internships webpage to the Internship Coordinator. Upon acceptance and placement in an internship, students will be enrolled in the course.

Course Objectives and Learning Outcomes:

ENGL-4910 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 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 valuable, practical work experience. They build on their existing

communication abilities and learn a new skill set appropriate for office dealings through interactions with their colleagues, outside agencies and clients. Students develop their personal responsibility and their cultural competency and will reflect on how their contributions to the organization prepare them for a career and a commitment to serving others.

Student Learning Objectives: During their first week on the job, students must submit their learning objectives to the Faculty Advisor, addressing their goals for the following areas in a 2-page double spaced Word document.

- a. Professional: How do you expect this internship to help you pursue your career goals?
- b. Personal: What knowledge or skills (e.g. writing, literary studies, cultural competency, leadership, teaching) do you hope to obtain through this internship? Do you expect the internship to give you a greater sense of the role of text(s) in creating culture and shaping identity? How?
- c. Scholarly: Do you expect your internship to confirm/disconfirm what you have learned as a student of English at SLU-Madrid?

Assignments

1. **Daily Journal.** Each day students will log their activities, as well as their observations and reflections about the tasks/activities that they are carrying out as part of their internship. *The journal entries must be emailed to the Faculty Advisor every two weeks.* Questions to think about as you write your activity journal:

How do the tasks/activities relate to your preparation in the study of English and English literature? Which skills (writing, researching, editing, and critical thinking) are most called on in completing the tasks/activities? To what extent is knowledge of literary studies invoked? Are there particular courses that informed your work for the internship--either in terms of their subject matter focus or their format (lecture vs. seminar style coursework)?

This journal is a means by which students can take stock of the skills they are using, the skills they've acquired through this process, the skills that overlap within the workplace and academic setting, and the skills that don't (or that overlap in unexpected ways). For their own sake (i.e., to build a portfolio of samples for future job applications), students are encouraged to be comprehensive in their descriptions of their activity and to ask their intern sponsors for copies of the materials they've produced or helped produce while interning.

2. **Meeting with Faculty Course Advisor.** When you are at least halfway done with your internship, you must schedule a meeting with Dr. Day 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.

3. Internship Portfolio and Reflection.

- a. Portfolio: 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 lesson plan based on a literary text/set of texts, a website, a magazine feature article, etc., but prior approval of the artifact by the Faculty Advisor is required.

- b. Reflection: Students will write a 4-5 page paper (double-spaced) that showcases the educational aspect of the internship experience by analyzing how this experience was informed by and will perhaps now inform the student's progress through the English major at Saint Louis University. It will also include a frank assessment of the extent to which the student's own learning outcomes were achieved, including an objective description of any impediments to outcomes attainment.

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 assessment 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 and Journal
- 50% - Portfolio and Final Reflection

Technology Requirements: You will need regular access to a computer with an internet connection. High speed broadband access (LAN, Cable or DSL) is highly recommended for the optimal learning experience. Additional requirements include...

Communication Norms: List detailed expectations about how students should communicate with the instructor. Be sure to include: "Check your @slu.edu email daily. Campus and course announcements will often be handled by e-mail." Include norms on email response time, deadlines, instructor feedback, office hours, and other expectations related to communications for the course.

Netiquette: Certain behavioral codes are expected when you communicate with both your peers and your instructors in any learning environment. For online-course discussions and emails, these codes are referred to as netiquette. For further information...

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.

Required Texts and Readings:

Optional Texts and Readings:

Engagement & Attendance Policies: Detailed information on expectations.

Other Information on Course Assignments & Activities:

Academic Integrity: Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic setting. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of integrity are essential to its very reason for existence. Thus, the University regards academic integrity as a matter of serious importance. Academic integrity is the foundation of the academic assessment process,

which in turn sustains the ability of the University to certify to the outside world the skills and attainments of its graduates. Adhering to the standards of academic integrity allows all members of the University to contribute to a just and equitable learning environment that cultivates moral character and self-respect. The full University-level Academic Integrity Policy can be found on the Provost's Office website at:

<https://www.slu.edu/provost/policies/academic-and-course/academic-integrity-policy.pdf>.

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

AI Policy: The university's goals include fostering students' critical thinking, creativity, reflection and problem solving. Therefore, all students must demonstrate originality in the authorship of their work and properly cite the sources consulted. While proper use of AI may prove to be a valuable teaching tool for both teachers and students, improper use/abuse of AI might be considered plagiarism and penalized as such. Please consult with your instructor if you have questions about whether or not you can use AI tools such as ChatGPT in your course.

In order to develop forms of assessment that will allow students to be assessed in a reliable manner and to provide effective and enhanced support for their learning, Departments/instructors reserve the right to randomly conduct oral exams as a second stage of an assessment for which the first stage is the submission of a written assignment.

Diversity and Inclusion: Saint Louis University is committed to fostering a positive, inclusive and welcoming learning and working environment. SLU-Madrid's policies prohibit discrimination based on race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, pregnancy, age, disability, physical appearance, financial or socio-economic status, immigration status, parental or marital status, veteran status or any other protected classification of identity. Discrimination includes any form of unequal treatment such as denial of opportunities, harassment, and violence. Sex-based violence includes rape, sexual assault, unwanted touching, stalking, dating/interpersonal violence, and sexual exploitation.

If you experience or witness any kind of discrimination, you are encouraged (but not required) to report the incident to the SLU-Madrid's Department of Student Life (studentlife-madrid@slu.edu; +34 915 54 58 58, ext. 213) or, if you wish to speak to a confidential resource, the Counseling Center (counselingcenter-madrid@slu.edu +34 915 54 58 58, ext. 230). Both are in Padre Rubio Hall, on the ground floor and the first floor, respectively. You can also report the incident to the University's Hotline (900-99-0011; then enter 877-525-5669 when asked for the hotline number).

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

For more information about academic accommodations, see [SLU-Madrid's Center for Accessibility and Disability Resources webpage](#).

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 Student Life (studentlife-madrid@slu.edu or +34 915 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.

Use of Posted Course Content: SLU-Madrid prohibits recording and transmission of classroom lectures and discussions by students unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur. Recordings, course materials, and lecture notes may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than study by students enrolled in the class. Public distribution of such materials may constitute copyright infringement in violation of Spanish law. Violation of this policy may 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.

<https://www.slu.edu/madrid/services-and-departments/career-services/internship-opportunities-and-requirements.php>

Spring 2025 Course Outline

List course units or modules, along with goals, deadlines, and tasks lists. See sample syllabi for examples.

Spring 2025 Important Dates:

Tuesday, Jan. 7	Move-in day new and study abroad students
Wednesday, Jan. 8	Welcome sessions
Thursday, Jan. 9	First day of classes
Sunday, Jan. 19	Last day to drop a class without a grade of W and/or add a class Last day to choose Audit (AU) or Pass/No Pass (P/NP) options
Wednesday, Feb. 19	Registration for summer sessions begins (4 p.m., Madrid time)
Thursday-Friday, Feb. 20-21	Winter break
Sunday, March 2	Professors' deadline to submit midterm grades
Sunday, March 16	Last day to drop a class and receive a grade of W
Sunday, April 13	<i>Semana Santa</i> host family housing move-out day
Monday-Sunday, April 14-20	<i>Semana Santa</i> (Madrid campus closed)
Sunday, April 20	<i>Semana Santa</i> host family housing move-in day
Tuesday, April 22	Priority registration for fall semester begins (4 p.m., Madrid time)
Wednesday, April 23	Registration for fall semester begins (4 p.m., Madrid time)
Wednesday, April 30	Last day of classes
Thursday, May 1	<i>Día del Trabajador</i> (Madrid campus closed)
Friday, May 2	<i>Día de la Comunidad de Madrid</i> (Madrid campus closed)
Monday-Friday, May 5-9	Final exams

Friday, May 9	Awards Ceremony Host family housing move-out day
Monday, May 12	Commencement (TBA)
Monday, May 12	Professors' deadline to submit final grades

Final Exam Schedule Spring 2025

Class Meeting Time*	Exam Date/Time
Mondays 8 a.m.	Thursday, May 8, 8:30 to 10:20 a.m.
Mondays 9 a.m.	Tuesday, May 6, 8:30 to 10:20 a.m.
Mondays 10 a.m.	Thursday, May 8, 11 a.m. to 12:50 p.m.
Mondays 11 a.m.	Tuesday, May 6, 11 a.m. to 12:50 p.m.
Mondays noon	Thursday, May 8, 1:30 to 3:20 p.m.
Mondays 1 p.m.	Tuesday, May 6, 1:30 to 3:20 p.m.
Mondays 2 p.m.	Wednesday, May 7, 1:30 to 3:20 p.m.
Mondays 3:30 p.m.	Thursday, May 8, 4 to 5:50 p.m.
Mondays 5 p.m.	Tuesday, May 6, 4 to 5:50 p.m.
Mondays 6:30 p.m.	Thursday, May 8, 6:30 to 8:20 p.m.
Mondays 8 p.m.	Tuesday, May 6, 6:30 to 8:20 p.m.
Tuesdays 8 a.m.	Monday, May 5, 8:30 to 10:20 a.m.
Tuesdays 9:30 a.m.	Wednesday, May 7, 8:30 to 10:20 a.m.
Tuesdays 11 a.m.	Monday, May 5, 11 a.m. to 12:50 p.m.
Tuesdays 12:30 p.m.	Wednesday, May 7, 11 a.m. to 12:50 p.m.
Tuesdays 2 p.m.	Monday, May 5, 1:30 to 3:20 p.m.
Tuesdays 3:30 p.m.	Monday, May 5, 4 to 5:50 p.m.
Tuesdays 5 p.m.	Wednesday, May 7, 4 to 5:50 p.m.
Tuesdays 6:30 p.m.	Monday, May 5, 6:30 to 8:20 p.m.
Tuesdays 8 p.m.	Wednesday, May 7, 6:30 to 8:20 p.m.

*** For courses meeting only on Wednesdays or Fridays, follow the Monday schedule. For courses meeting only on Thursdays, follow the Tuesday schedule.**

**** Makeup exam slot is for students with three or more exams on the same day. These students may postpone one of their exams and take it during this makeup slot. All makeup exams will be held together in the same room and proctored by University personnel.**