



Akademie für Internationale Bildung  
*Academy for International Education*

***Study abroad in Germany. Travel Europe.***

## **INTERNSHIP PROGRAMS**

Information Booklet 2012

***Quality Study Abroad Programs in Bonn since 1993***



# Academy for International Education

*A letter from Dr. Rainer Zäck*



Dear Applicant:

Thank you for your interest in the Academy for International Education's **Internship Programs** in Germany.

Our internship programs provide a valuable integration of coursework, integrating German culture and language, critical international competencies, and valuable internship experience. Those who have already graduated and do not need course credits will receive the Advanced Post-Graduate Certificate, which will look very impressive on a resume!

The Academy for International Education (AIB) arranges for internships in professional fields ranging from business, liberal arts, engineering, UN & NGO development/growth organizations. Additionally the AIB provides supervision of internship progress and work assignments, language training and elective courses, housing, public transportation passes, excursions, site visits, assistance with local authorities concerning visa regulations and registration, up-to-date computer labs, and much more!

We are aware that internships are individual tasks. Therefore the AIB tries to tailor the program to the individual interests and needs of each student. So feel free to let us know how we can structure the program to your preferences.

The AIB is located in Bonn, Germany. Germany has by far the largest economy in Europe and is the world's leading exporter. The Bonn area is characterized by its vital economic and cultural life. The former capital of Germany is centrally located in the heart of Europe. Major European cities such as Paris, Brussels, London, Amsterdam, Berlin or Prague are easily accessible by plane or by train. Bonn has an international airport that will allow you to choose between a number of airlines and in particular low-cost airlines that offer destinations around Europe. The extraordinary public transportation system in Germany and in particular in the Rhineland area ensures that you will be able to travel independently and flexibly in your free time.

The AIB has been successfully conducting academic programs since 1993 and it has proved to be a worthwhile experience for the students and the internship providing organizations. With our know-how and your input we believe that the program will be an invaluable and rewarding experience. You will have the opportunity to gain practical work experience in your career field, build German language skills, and experience European cultures first-hand.

Before you start the application process we would like to give you some useful information about the program. Please feel free to contact us if you have any questions. We look forward to receiving your application.

Best Regards,

Dr. Rainer Zäck  
*Managing Director*

## GLOBAL PLAYER - INTERNSHIP PROGRAM 2012

Acquiring international experience has become one of the most important aspects for students in a globalizing world. Working in an international field will broaden the participant's personal horizon and allow to develop intercultural expertise. Furthermore the students begin to build up their international contacts and lay the groundwork for a good start into their professional career.



The Academy for International Education (AIB) Bonn can arrange for internship possibilities in various fields in the Cologne-Bonn region, Germany. The internships are available for graduate-, undergraduate students, and also for post-graduates up to one year after graduation.

AIB high quality standards ensure that students receive the necessary advising and counseling, as well as a guiding hand before and during the internship to make this experience worthwhile. The academic program, provided by the AIB, is an important part of the internship experience. You will have the opportunity to build up your German language skills, broaden your knowledge in regional studies and strengthen your intercultural communication skills. With that foundation you have the possibility to gain practical work experience in your career field and get insight into the German culture outside the academic world.

The Academy for International Education will look thoroughly at each student's application in order to meet individual demands concerning their time frame and desired field of work. Some organizations in international sectors offer internship programs with a centralized formal application process. However, many do not have formal internships but often respond positively to individual applications who propose their own "internship" after AIB has set up an initial contact.

In general, the larger and better-known the organization, the more competitive the application process for internships will be. Smaller and more locally-based organizations, which are often overlooked by applicants may offer some of the best internship experiences. Please notice that the earlier you send your substantial application the higher your chances are to get into very renowned working environments. Usually the organization is looking for longer term internships of generally 3 months, which in our experience as well guarantees an optimal insight in a potential field of work. However, during summer, internships of shorter time duration have also been conducted successfully.

Through our long history and experience in study abroad programs, AIB initiated contact between former applicants and their work place in various fields -- from profit, non-profit (NGOs) to government agencies - in the Cologne-Bonn region.

## PROGRAM STRUCTURE

### Global Player Internship Package

The AIB provides interns with individualized International Professional Career Development and Support. The internship package consists of:

- Optimizing your application documents
- Support internship placement in your target field
- Supervision of work progress by on-site coordinator
- Feedback-meetings to reflect on work experience
- Internship certificate for your resume (AIB-Services )
- Work authorization services such as registration with the local authorities, visa and work permit
- on request: Insurances (health, accident, liability insurance)
- International Professional Career Development course
- Housing with a German host-family in the Cologne-Bonn area, including breakfast and one meal per day
- Pick-up service from Bonn train station/ airport upon arrival
- Orientation Day after arrival
- Handbook
- Organization of leisure time and cultural activities

AIB coordinates an optional academic program with intensive language and cultural instructions to enhance students' experience abroad. The European Cultural Studies Class can be customized according to your needs.

## COURSE DESCRIPTION:

### German Language and Communication

The AIB offers language instruction at various levels (advanced, intermediate or beginner) depending on the student's needs. Highly qualified native German faculty at AIB teach the courses.

- The goal of each course is to gain the highest proficiency in communication skills possible (i.e., to speak, write, and read German).
- You will learn vocabulary, common expressions, and grammatical structures which will enable you to express your ideas and ask for necessary things in everyday situations including your internship.
- In addition to selected parts of the textbook, you will read, hear and discuss authentic and current materials and explore cultural aspects of German life.
- You will be given specific assignments to help you practice and enhance your language ability further during your internship experience.
- For your transcript transfer needs, we can send you a detailed course description upon request.
- Students may be able to take one or two language courses depending on their time frame and their needs.

## German and European Cultural Studies

- 45 total hours
- 3 units of credit

This course, which is highly integrated into the language instruction, provides valuable contemporary cultural information and planned excursions with which students can begin to organize their perceptions and make optimal sense of their international experience. The course will:

- provide current facts about Germany and Europe - the main material and background information to understand a foreign culture, as well as information about everyday life.
- provide events such as excursions, presentations, and organizational visits which contribute to a broad picture of Germany.
- require a student journal of excursions for students to note their cross-cultural observations and thoughts. This feature encourages students to reflect on and systematically understand the processes governing intercultural interaction and communication.
- help students develop skills for accessing the background information salient to understanding observations in a foreign culture.
- help students understand different aspects of European and German culture, including aspects of European history, art history and modern art, key political institutions, social conditions, German attitudes and perspectives, communication styles, habits, and work and job relations.
- provide events such as intriguing excursions, (e.g. Cologne Cathedral, Beethoven House, Rhine Cruise, Marksburg Castle, etc.), which contribute to a broad picture of Germany.
- provide, where student schedules permit, a one-week excursion.

## International Professional Career Development

- mandatory
- 3 units of credit

A major part of this course is the relevant International Internship experience that, through direct application and deep immersion, will help students to further enhance their learning from the previous intensive courses in language and cultural studies, and at the same time gain valuable, broadening work experience in an area of their career interest. In addition, this course will include online one-on-one, international career development instruction and information resource support, wherever the student is placed for the internship. Course grading will include quality of internship performance, as determined by the faculty in consultation with the internship site supervisor, as well as individual reading and thoughtful written assignments related to:

- understanding and coping with culture shock.
- developing skills in international adaptation and resilience.
- cross-cultural diagnosis and awareness skills.

- gaining valuable work-related insights from reflective internship experience analysis.
- using the international work experience to promote self-assessment and effective career planning.
- building international connections for possible future career opportunities.

## INTERNSHIPS IN BONN

All internships are conducted in the prospering Cologne/Bonn region located in the heart of Europe.

### Internship Fields

Through our long history and experience in study abroad programs, AIB initiated contact between former applicants and their work place in various fields -- from profit, non-profit (NGOs) to government agencies - in the Cologne-Bonn region.

#### 1. NGO's, Non-profit Organizations

Bonn has mastered a profound structural change from a hub of politics into a United Nations city and a platform of international dialogue. Numerous UN organizations as well as other internationally working institutions and non-governmental organizations have established their seats in Bonn during the last years (They form a strong network of about 150 NGO's). When choosing to work in this field you will be responsible for administrative tasks in the office, organize events and have the opportunity to meet and experience persons that try to make the world a better place to live in.

#### 2. Administration/Management in the field of Fine Arts

Bonn offers a broad spectrum of cultural diversity competing with the great metropolitan cities of Europe. Comedy, art galleries, cinemas with specific focuses, museums, cultural heritage expressed in dance, theater and opera have a significant value in the Cologne-Bonn region making Bonn a cultural hotspot in the state of Northrhine-Westfalia. Unique are the numerous and different small private cultural centers in Bonn that not only engage with mainstream culture, but try to go different ways, for example organizing international festivals, working with schools and children, as well as reminding the public of long lost movies. During the internship you will organize and prepare for festivals and events and have the opportunity to socialize with a highly diverse group of people and work on the administrative side of the organization which allows these events to happen.

#### 3. Political foundations, local government and lobby groups

As the former capital of Germany, Bonn is still the center for political foundations of various political parties and ministries. These still engage in a lively debate about current topics and form the political landscape of Germany. Present-day Bonn is also the seat of numerous

European research and education institutions which focus on the political, legal, cultural and economic integration of Europe. During this internship, students will be confronted with current political topics of Germany and will gain insight into how Europe thinks and deals with important issues.

#### **4. Environmental Organizations, Renewable Energies**

If you are interested in climate change and the protection of the environment, Bonn is the city to be. Many large companies that are leaders in renewable technologies as well as consulting companies in the energy- and environment field have their offices in Bonn. Waste management, recycling, and energy are trendsetting industries that are being discussed in Bonn.

Be part of the future and work towards a sustainable development worldwide. Internships will give you insight into implementing environmental changes in a community and you will learn about producing energy from alternate sources which has become “big business” already in Germany.

#### **5. Marketing & PR, Tourism and International Relations**

Public relations- and marketing agencies as well as tourism organizations call Bonn their home and are part of the AIB network. When choosing this area of interest, the intern has to organize, develop and implement marketing strategies on his own. Creativity and media competency are a must to be successful during this internship.

#### **6. Educational Institutions, Social Clubs, Youth Organizations**

The German educational system welcomes international students which are motivated to work with children and teenager. English is taught already at an early stage starting in kindergarten and continuing on into grammar school. The concept of teaching through a playful method is common and takes the pressure from the children to must learn another language. Many of the German teenagers are interested in the United States and many of them study abroad for at least a year. There are many organizations that offer German pupils and students exchange services between the United States and Germany. They are always open for application from American students that can help with the exchange process, but also convey to German students the English language and also help take away the fear of going abroad.

The average work load for all internships is 30 hours a week. AIB encourages all host companies to compensate their interns. Please acknowledge: Placements are dependent on prevailing economic conditions, opportunities available at the time of placement, language skills and the previous experience as well as the qualifications of each applicant.

**Duration:** 6 weeks to 3 months. Longer stays are possible.

## PROGRAM ELIGIBILITY

Successful candidates must meet the following eligibility requirements:

- Undergrad and graduate students affiliated with one of AIB's partner institutions. Postgraduate students are also eligible as so long as their internships begin within one year of graduation
- 200 level German or equivalent German language proficiency (extra language training is available)
- Grade Point Average above 2.5\*
- At least two years of university level studies related to the desired internship area
- Practical experience in target internship field does not need to be extensive, but is preferred
- for both the 6 week summer program as well as the 3 months internship get in touch with us no later than 6 months before
- send all necessary application documents (letter of motivation, CV, etc) in time
- individual travel arrangements to and from Germany
- motivation and commitment in participating in the obligatory courses

\* Students with grade point average below 2.5 are also encouraged to apply as many non-academic factors are also taken into consideration.

## PROGRAM COSTS

Application fee (non refundable).....	450.00 \$
International Professional Career Development Course.....	730.00 \$
Accreditation of Credits (if applies).....	100.00 \$
AIB Services (for a 6-week internship program) incl. Public transportation pass for the region.....	300.00 \$*
Housing with host family / Dormitories (per month).....	870.00 \$**
Intensive German Language class (1 Month).....	600.00 \$
European Cultural Studies (45 Hrs).....	940.00 \$
Excursions .....	On request

\* Fees are subject to change and might vary depending on the duration of your stay

\*\* Fees include public transportation pass for one month

## APPLICATION AND SELECTION PROCESS

### We ask you to send us:

- The filled out application form
- A CV and a German “Lebenslauf” (we will assist you)
- An official transcript of grades.
- two letters of recommendation from either previous employers or instructors.
- Three passport size photos not older than 6 months
- A confirmation about your German language skills, either by transcript of grades, or a recommendation from a professor qualified to comment on your German language skills.
- Letter of intent

### Application Procedure

1. Submit the necessary application forms along with a \$450 non-refundable application fee at least 5 months prior to your desired start date.
2. Review and optimize application documents with AIB Coordinator.
3. AIB arranges potential internship opportunities in desired field in close contact with the applicant.
4. After successful placement the program fee according to individual package is due.

Please be aware that finding an internship that suits your demands, lives up to your expectation and at the same time incorporating your qualifications is a long process. After successfully arranging for an internship with the company/organization a contract will be offered to the student and the payment for the program costs is due.

**Applications are accepted on a rolling basis.**

### Policies for the Internship Program

If a participant must cancel participation in the program for any reason, the following refund policies applies:

- Cancellation 15-30 days before the beginning of the program: \$450 cancellation fee (see about the non-refundable deposit above)
- No refunds will be given starting 14 days prior to departure.
- Cancellation must be submitted in writing.

**AIB**



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