

Program Overview

The Émigré Memorial German Internship Program EMGIP - German State Parliaments

Introduction

For 40 years, the Émigré Memorial German Internship Program has enabled young people from around the world to experience how the German government works through internships. A limited number of applicants are selected every year to take part in this great program, established to pay tribute to German émigrés who found refuge from a totalitarian regime. EMGIP has helped build lasting ties between the US and Germany, especially since many program alumni have pursued careers that they first experienced through EMGIP.

EMGIP – German State Parliaments candidates must be able to fully communicate in German and should be majoring in or have majored in fields that relate to the work of the German *Landtage*. Examples include international relations, public administration, political science, law, economics, European Studies or German with a minor in any of the aforementioned fields. A committee will review the applications. The highest-ranking applicants will be interviewed by phone as the final step in the selection process. Applicants accepted into the program will receive up to €500/month (\$650/month), which will help offset the cost of room and board throughout the duration of the internship program.

The EMGIP program runs three times a year – fall, spring and early summer - for one to three months, depending on elections, holiday schedules and state offices' preferences. While participants have some flexibility as to when they would like to do their internship, late summer and the winter holiday season are not feasible.

Responsibilities of the participant

- Submit an online application, <http://www.cdsintl.org/fromusa/emgip.htm>, by the appropriate deadline. All paper applications and/or supporting materials must be received by CDS by the appropriate deadline.
- Arrange and pay for a flight to and from Germany upon acceptance into the program
- Pay the \$300 administration fee upon acceptance
- Work together with CDS to find affordable housing
- Represent your home country in a responsible way

Responsibilities of CDS and German partners

- Pre-departure orientation mailing
- Internship placement at a *Landtag*
- Up to €500/month stipend to help offset living expenses
- Work authorization and assistance with other bureaucratic matters
- Support throughout the duration of the program in Germany and the US

Eligibility Requirements

Citizenship:

- American or Canadian citizenship

Enrollment status:

- undergraduate and graduate students who are enrolled at American or Canadian colleges and universities may apply. US citizens graduating from an accredited US college or university are also eligible (internships must begin within 3 months of graduation).

Age:

The maximum age is 30.

Language Skills:

High-intermediate German skills (oral and written) are required. Candidates must be able and willing to communicate in German and possess a good command of professional vocabulary in their field. A recommendation from a person qualified to comment on the candidate's German is required. Language skills will also be tested during the interview.

Education:

At least 2 years of study in a field related to:

- International Relations
- Public Administration
- Political Science
- Law
- Economics
- European Studies with an emphasis on Germany
- German or German Studies, if you have a minor in one of the above fields

Work Experience:

Relevant work experience does not need to be extensive but is required. It is important that a candidate knows how to adjust to a professional environment and how to use theoretical skills in the workplace (e.g. internship, voluntary work, summer job).

Application and Selection Process

If you are submitting an online application please see below:

Materials to be submitted:

1. Completed online application form
2. Current resume in English uploaded online
3. One page German *Lebenslauf*, patterned after the sample provided, uploaded online. The *Lebenslauf* should reflect the applicant's skills and experience, just like the resume! Please copy and paste a passport-size photo of your professional-looking face (wearing business attire) to the top right corner of your *Lebenslauf*.
4. Personal statement *in German* entitled, "Was ich von dem 'EMGIP – German State Parliaments Program' erwarte," uploaded online. The statement should not exceed **one** typewritten page (1.5 space, point 12) and should address the following issues:

- why the applicant wants to participate in the program
 - what the applicant's career goals are and how this internship will help in achieving those goals
 - the applicant's expectations regarding the type of internship they would like to have
 - what the applicant has to offer as an intern
5. Letter of recommendation from a professor qualified to comment on the applicant's German skills (must be mailed to CDS)
 6. Letter of recommendation from a professor (must be mailed to CDS)
 7. Letter of recommendation from a current or former employer (must be mailed to CDS)
 8. Copy of official college transcripts, diplomas and other professional certificates (must be mailed to CDS)
 9. Completed CDC diagnostic language test (enclosed). **Please note:** You will need Adobe Acrobat to submit the language test online. On the first page, please fill in each blank with a word to make a correct German sentence. On the second page, use your imagination to describe the picture! Section E is self-explanatory.

If you are submitting a paper application please see below:

Materials to be submitted:

1. Typed/printed CDS application form
2. Current resume in English
3. One page German *Lebenslauf* patterned after the sample provided. The *Lebenslauf* should reflect the applicant's skills and experience, just like the resume! Please adhere a passport-size photo of your professional-looking face (wearing business attire) to the top right corner of your *Lebenslauf*.
4. Personal statement *in German* entitled, "Was ich von dem 'EMGIP – German State Parliaments Program' erwarte." The statement should not exceed **one** typewritten page (1.5 space, point 12) and should address the following issues:
 - why the applicant wants to participate in the program
 - what the applicant's career goals are and how this internship will help in achieving those goals
 - the applicant's expectations regarding the type of internship they would like to have
 - what the applicant has to offer as an intern
5. Letter of recommendation from a professor qualified to comment on the applicant's German skills
6. Letter of recommendation from a professor
7. Letter of recommendation from a current or former employer
8. Copy of official college transcripts, diplomas and other professional certificates
9. Completed CDC diagnostic language test (enclosed). On the first page, please fill in each blank with a word to make a correct German sentence. On the second page, use your imagination to describe the picture! Section E is self-explanatory.

Selection Process:

Upon receipt of all completed applications by the appropriate deadline, CDS will pre-select qualified candidates. The highest-ranking applicants will be interviewed by phone as the final step in the selection process (2-3 months before the desired start date).

Program Details

Information:

Participants will receive regular email updates on German issues, as well as updates on the internship placement process. It is crucial for the success of the placement process that participants check their

email frequently and respond to emails as soon as possible. Participants must inform CDS immediately of any changes in their contact information or travel dates.

Orientation:

Several weeks prior to the start of the program, participants will receive a pre-departure orientation mailing covering details related to the program. Topics will include important program dates, what to bring, travel tips, an introduction to the German workplace and many other important topics related to the participant's stay in Germany.

Placement Process:

Once an applicant has been accepted to the program, CDS will search for the right internship position for that individual with a German state parliament or a state ministry. While some placements are found quickly, the placement process may take a few months. The different German office culture with more vacation time, more sick leave, and complicated hierarchies may lead to an extensive decision-making process. Participants can help by being proactive. They should update their materials as required, follow up with suggested contacts immediately, and *always* keep CDS informed on everything internship-related.

Internship Positions:

Tasks for interns are as diverse as the placements and the participants. Some state offices expect interns to work independently, while others prefer to supervise their work closely. Though it will be the participant's responsibility to negotiate their direct, everyday work conditions, CDS will try to assist whenever possible. The participant's *Lebenslauf* will be sent to several placement possibilities at various *Landtage*. Some may choose to contact the participant directly to conduct an interview, most likely in German, before offering that individual an internship position. ***Participants should always keep CDS informed of all communication!*** We expect participants to be open-minded and consider every offer carefully, as they are competing with hundreds of native Germans for these prestigious internship opportunities. Besides gaining professional experience and learning about the government from inside out, the participant will also experience German culture, and dramatically improve their language skills.

Start Date and Duration:

EMGIP is an individualized program. The start date and duration of the program will depend on the session periods of the state parliaments, which differ slightly state-by-state, office preferences and the participant's schedule. Internships will range from one to three months.

Compensation:

Each American participant will receive up to €500/month stipend to help offset the cost of living during the internship. This will cover basic expenses such as housing, local transportation, and food. In some cases free housing is provided, in which case the participant will receive up to €300/month. Canadian participants may receive stipends and/or housing from the *Landtag* where they intern, though this cannot be guaranteed. The participant should be able to provide additional funds for travel expenses, emergencies, and incidentals.

Health Insurance:

The participant must have health insurance during the program. If a participant is an enrolled student during and after the program, they may either opt to keep their student insurance or purchase insurance coverage through a travel agent or CDS (\$45/month as of fall 2007). Proof of a participant's insured status is required prior to the program start.

Housing:

Most participants know where they will be staying before the program starts. Please note, however, that it is your ultimate responsibility to secure housing during your internship. Finding housing in a foreign country is certainly a challenge, however, we consider it an important part of the internship experience. Most Landtage will help if you tell them that you need assistance. If the Landtag is unable to assist you, please contact CDS immediately. We will try to help you whenever possible. ***But remember: if you don't tell us that you are experiencing problems with finding housing, we cannot do anything for you!*** Please note that you might need to confirm housing arrangements personally or sign a contract. CDS cannot be responsible for housing arrangements that fall through due to a participant's failure to follow through.

Travel:

Participants must bear all travel costs. All travel arrangements and expenses within Germany are the responsibility of the participant. While we understand that you want to see as much as possible during your time in Europe, please note that this is not a work/travel program. Participants are expected to spend the entire duration of their program completing their internship. Weekend trips to learn more about Germany and the German culture are of course encouraged.

Other Costs:

Participants are responsible for all costs incurred in-country, including costs related to securing housing, taxes, residency permit fees (vary depending on city), etc.

Please feel free to contact us with any questions you may have while completing your application. It may save you (and us!) time and work.

We look forward to receiving your application!