



Program Overview

Michigan State University

Summer Internship Program in Germany

Introduction

This summer program provides Michigan State University students with an opportunity to complete an internship in Germany. Paid placements are available in business/finance, production, general administration, hotel management/tourism, computer science, engineering and a variety of other fields. Internships for liberal arts majors are also available, but are likely to be unpaid (museums, non-profits, media, etc.). Two program options are available: 1) 1-month language course in Germany in June, plus a 2-month internship with a host company; 2) 3-month internship with a host company. For participants with a late May start date, CDS will conduct an orientation seminar in Germany prior to the internship start. A limited number of stipends is available to those requiring additional language training. Following the personal interview, we will inform you whether additional language training is required.

Responsibilities of Participant

- submit a complete application online at <http://www.cdsintl.org/fromusa/sipmsu.htm> by **December 1, 2008**. Please note that all supporting materials must be sent to CDS by the above date. All paper applications must be postmarked by the above date.
- pay all applicable fees and tuition to Michigan State University
- pay for your flight to and from Germany, plus any additional transportation costs within Germany
- secure housing in Germany (with our assistance)
- represent your home country in a responsible way
- non-U.S. citizens are responsible for any visa required by the German Government. Visa processing takes time! Contact your German consulate in March and ask specifically about visa requirements for an internship with an exemption from the work permit (*Freistellung von der Arbeitserlaubnis*).

Responsibilities of CDS and German Partner Organization

- pre-departure orientation seminar at Michigan State University in April
- orientation seminar upon arrival in Germany
- enrollment in a language course, if necessary (stipends are available for those who qualify)
- internship placement with a German host company, paid or unpaid as discussed with you
- work authorization and assistance with other bureaucratic matters
- support throughout the program in Germany and in the U.S.

Eligibility Requirements

Citizenship:

- U.S. Citizenship.
- Non-U.S. citizens must be enrolled students at Michigan State University, and will be responsible for obtaining a visa to Germany.
- German citizens cannot participate

Please note: Due to recent changes in visa regulations, obtaining a visa to Germany may be significantly more difficult for non-U.S. citizens. Visa approval is at the discretion of the German Government and not CDS International, Inc. We will provide you with proof of participation in a CDS sponsored program, as well as the *Freistellung von der Arbeitserlaubnis* on which your visa to Germany is based.

Age:

Maximum age is 30.

Enrollment Status:

Participants must be full-time enrolled students at Michigan State University before, during and after the program. U.S. citizens graduating from Michigan State University in May 2009 please contact CDS if you are interested in participating in the program.

Language:

The equivalent of 2 years of post-secondary study of German is required. Participants must be able to function in a German-speaking work environment. If further language training is required, participants should complete a one-month intensive language course in Germany at the beginning of the program. A limited number of stipends is available for the language course tuition, including housing, for those who qualify.

Education:

At least 2 years of study at a university/ college in a field related to one of the following:

- *Business:* general administration/ marketing/ sales/ advertising/ PR/ finance/ consulting/ hotel management/ production
- *Technical Fields:* chemical engineering/ electrical engineering/ industrial engineering/ mechanical engineering/ information technology/ logistics/ internet/ multimedia/ graphic design/ architecture/ environment/ biosciences/ mass communication
- *Liberal Arts:* international relations/ German/ history/ social sciences/ economics majors with requisite business or technical experience and exceptional German skills may also apply.

Internships in arts institutions, museums, political organizations, or social work are possible but usually unpaid. If you want to intern in any of these fields, a paid position cannot be guaranteed and funding will need to be secured from another source.

If you are willing to accept an unpaid internship, which might increase your chances of a placement in your desired field, please indicate so in your application.

Experience:

Practical experience (summer employment, prior internship, lab position, etc.) in your desired field does not need to be extensive, but is preferred. It is important that you know how to adjust to a professional environment and how to use your theoretical skills in the workplace. As always, the more experience you have the more desirable you are to a potential host company.

Application and Selection Process

Conversational Interview:

Upon receipt of your complete application, a CDS representative will conduct an interview with you. We will discuss the program and your expectations, answer your questions, and test your German language skills. After a successful interview, we will formally accept you to the program and start the placement process. If it is determined that you would benefit from an intensive German course prior to your internship, you will complete a 4-week language course at the Carl Duisberg Centren (CDC). Tuition and accommodation cost approximately \$1,800. *For those who qualify, there is a limited number of stipends available for the language course tuition, including housing and breakfast with a German host family or in a student dorm.*

Program Details

Contact Person:

Your CDS contact person at the University of Michigan in Ann Arbor is Peggy Wunderwald-Jensen. Ms. Wunderwald-Jensen will assist you with completing the application and will answer all of your questions. As a program participant, we expect you to always work closely with Ms. Wunderwald-Jensen to update your materials as required. Please keep her informed of any changes in your contact information or plans!

Ms. Peggy Wunderwald-Jensen
3416 MLB, 812 E. Washington
Ann Arbor MI 48109-1275

Phone: (734) 615-6336
Email: pwjensen@cdsintl.org

Information:

Participants will receive regular email updates on German issues, as well as updates on the internship search. It is crucial for the success of the placement process that participants check their email frequently and respond as soon as possible. Participants must inform CDS immediately of any changes in their contact information.

Orientation:

In April, Peggy Wunderwald-Jensen will conduct a pre-departure orientation seminar to go over details related to your program. Topics will include important program dates, what to bring, travel specifics, an introduction to the German workplace and other important points related to your stay in Germany.

Upon your arrival in Germany CDS will conduct an intercultural seminar before you depart for the city where you will complete your internship (tentatively on Friday, May 22 and Saturday, May 23, 2009). Details regarding the seminar in Germany will be forwarded to you as they become available.

Placement Process:

Once you have been accepted to the program, CDS, in cooperation with our German partner organization, will find an internship position with a host company in Germany for you. While some placements are found quickly, the placement process usually takes months. The different German office culture with more vacation time, more sick leave, and complicated hierarchies may lead to a long decision-making process. Participants can help by being proactive: update your materials as required, research and contact companies on your own, follow up with suggested company contacts immediately, and *always* keep CDS informed on everything “internship.”

Host Companies:

Internships are available with all types of companies: small family-owned businesses, medium sized companies, multinational holdings, research institutions, and non-profit or government organizations. Many of these companies are experienced in accommodating foreign interns, and have been working with us for years. While a “big name” will certainly look good on your resume, excellent internships are also experienced at smaller companies. A smaller organization can offer more personal contact and participants can gain a broader overview of the company’s overall operations. ***Keep in mind that, while the host company placement is important, you are an integral part of your internship experience. Make the best of it!***

Regional Preferences:

Host companies are located all over Germany, from large cities to small villages. Since matching a company with a trainee is a delicate task with many factors involved, we cannot guarantee any regional preferences. If location is of major importance to you, we strongly encourage you to research and contact companies in that region directly, in coordination with CDS. Our priority, however, is to find an appropriate company match, regardless of location.

Internship Positions:

Tasks for interns are as diverse as the companies and the participants. Some companies will expect interns to work rather independently, while others prefer to supervise their work closely. Though it will be your responsibility to negotiate your direct, everyday work conditions, we will try to assist you whenever possible. Your *Lebenslauf* will be sent to several companies in your field. Some companies might choose to contact you to conduct an interview, most likely in German, before offering you an internship position. ***Always keep CDS informed of all company communication!*** Depending on your qualifications as well as luck, you may receive several or just one offer for an internship. We expect you to be open-minded and consider every offer carefully. Keep in mind that you are a foreign student competing with hundreds of native Germans for internship positions. Besides gaining professional experience, you will also experience German culture first-hand and dramatically improve your language skills. ***Even if the internship itself is not exactly what you imagined it would be, you will return home with tons of valuable experiences!***

Duration:

The tentative internship start date is May 25. The tentative internship end date is August 14 in order to allow you some time before the start of classes for the Fall 2009 semester. Participants will be informed of all dates and times (including the orientation seminar in Germany) as soon as they are confirmed.

Compensation:

Most internships are paid. The compensation will either be approximately 400-600 Euro per month, or approximately 200-400 Euro per month plus free housing. This compensation should cover basic expenses, such as transportation and food. Some unpaid internships might offer free housing or assistance with transportation or food. You should be able to provide additional funds for travel expenses, emergencies, and incidentals. **Liberal arts students:** just like in the U.S., internships with non-profits and cultural or government institutions are often unpaid. CDS will inform you upon acceptance to the program if an unpaid internship seems likely so you can make an informed decision. We are happy to tell you that a limited number of stipends is available through the CDS International

Scholarship Fund, to offset the cost of living expenses for those with unpaid internships. Scholarship application materials will be provided to those who qualify.

Participants are responsible for all taxes. Tax deductions from your gross income may amount to approximately 30%, depending on the amount of compensation. Participants may be eligible for a partial refund of taxes paid.

Health Insurance:

All participants are insured through MSU for the duration of the program.

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 companies will help if you tell them that you need assistance. If the company is unable to assist you, please contact CDS immediately. Together with our German partner, 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 and/or its partner organization cannot be responsible for housing arrangements that fall through due to a participant's failure to follow through.

Travel:

Upon request, CDS will arrange for a round-trip ticket between East Lansing and Frankfurt, Germany, as well as any train connections for the orientation seminar. Participants must bear the cost of the tickets. All travel arrangements and expenses within Germany, including those related to the orientation seminar, 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 summer work/travel program and 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. Non-U.S. citizens are also responsible for any visa fees incurred in the U.S.

Feel free to contact Peggy Wunderwald-Jensen with all questions you might have while completing your application, as it might save you (and us!) time and work.

We look forward to receiving your application!