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Dear Applicant:

Thank you for your interest in applying to CDS International's **2008 SCHOTT Summer Internship Program in Germany**. This program provides well-compensated summer work opportunities for US students in business/marketing & PR, engineering, information technology and physical sciences at SCHOTT AG in Germany. SCHOTT is a world leader in special glass and glass-ceramics for industrial, scientific and consumer applications with over 17,000 employees in more than 36 countries. The SCHOTT Summer Internship Program will provide you with valuable work experience, help improve your German language skills, and allow you to experience German culture firsthand from late May through August 2008.

CDS International, Inc. (CDS) cooperates with InWEnt gGmbH of Bonn, our German partner organization, and SCHOTT in Elmsford, NY and Mainz, Germany. While there is no guarantee of permanent employment at SCHOTT following participation in the program, SCHOTT does view the internship program as an opportunity to train potential future employees for their operations in the US or Germany. Participants start their internships in late May for a three-month program, in a few cases participants may complete a four-month program. All participants are required to attend an orientation seminar conducted by CDS, followed by an orientation seminar conducted by SCHOTT at the beginning of the program in Germany.

Parts of your application materials will be sent to SCHOTT. It is in your best interest to submit an immaculate, professional application. Your photo is an integral part of your application. It should show you as a respectable, professional person. Cutouts from private photos will not do!

Please read the following **Program Overview** carefully. It should contain all the information you need. However, feel free to contact us if you have further questions.

Application deadline is January 11, 2008. All applications must be received by this date!

Please note that you are able to submit the application online directly from our website at <http://www.cdsintl.org/fromusa/schott.htm>. If you experience technical difficulties, please notify us.

We look forward to receiving your application!

Best Regards,

A handwritten signature in black ink, appearing to read 'Katerina Holubova', written over a white background.

Katerina Holubova
Program Officer, Internships Abroad
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SCHOTT
glass made of ideas



Program Overview: CDS International's 2008 SCHOTT Summer Internship Program in Germany

Introduction

This summer program provides US students with an opportunity to complete a three-month internship with SCHOTT AG in Germany. The program tentatively starts on May 23rd with an orientation conducted by CDS followed by an orientation with SCHOTT in Germany. The program tentatively ends on August 15th. In some cases, participants may extend their internships.

Responsibilities of participant

- submit an online application at <http://www.cdsintl.org/fromusa/schott.htm> by **January 11, 2008**. All supporting materials must be sent to CDS by the above date. All paper applications must be received by CDS by January 11, 2008.
- pay \$ 200 program fee
- arrange and pay for your flight to and from Germany
- secure housing in Germany (with assistance from SCHOTT and CDS)
- represent your home country in a responsible way
- non-US citizens are responsible for any visa required by the German Government

Responsibilities of CDS and German partner organization

- pre-departure orientation mailing
- orientation seminar upon arrival in Germany
- work authorization and assistance with other bureaucratic matters
- support throughout the program in Germany and in the US

Responsibility of host company

- SCHOTT AG in Germany will provide paid placements in the participant's field
- free housing during the internship
- a one-day orientation seminar in Germany following CDS' orientation seminar
- an evaluation seminar at the end of the program in Germany

Eligibility Requirements

Citizenship:

- US Citizenship
- Non-US citizens must be enrolled students at a US college or university before, during and after the program, and will be responsible for obtaining a visa to Germany.

- Canadian citizens can apply if they are enrolled students at a Canadian or US university before, during and after the program
- 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-US 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 an accredited US college or university before, during and after the program. US citizens graduating from an accredited US college or university in May 2008 are also eligible.

Language:

The equivalent of at least one year of post-secondary study of German. Upon beginning the internship, individuals must be able to function in a German-speaking work environment.

Education:

Participants must have completed at least their junior year in any of the following fields:

- Business: Marketing/ PR
- Chemical Engineering
- Mechanical Engineering/ Manufacturing
- Electrical Engineering
- IT
- Material Sciences
- Physics

Experience:

Practical experience in your field does not need to be extensive, but is required (summer employment, prior internship, lab position, etc.). Travel experience is also desired. Individuals should also possess interpersonal skills such as, but not limited to, self-initiative, intercultural awareness, ability to work in a team and a demonstrated interest in SCHOTT.

Intercultural Awareness:

Since living in a foreign country, even a country similar in culture and economy, can be a challenging experience that requires maturity and commitment, it is important that participants in this program take some time to learn about the German business culture. We suggest that prior to submitting your application, you take some time to learn about the different business culture in Germany. A good start would be for you to take a look at some of the books listed at the end of the Program Overview.

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. German *Lebenslauf* (see enclosed sample) uploaded online. Please make sure that your German *Lebenslauf* reflects your experience and skills, just like your resume! Ask your German teacher for assistance. Also 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. Copy of official college transcripts (must be mailed to CDS)
5. Letter of recommendation from a professor qualified to comment on your German language skills (must be mailed to CDS).
6. Letter of recommendation from a former or current employer (must be mailed to CDS).
7. 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.
8. Personal statement entitled "What I expect from the SCHOTT Summer Internship Program in Germany" to be uploaded online. The statement should not exceed **one** typewritten page (1.5 space) and should address the following issues:
 - the field in which you would prefer to intern;
 - your expectations regarding the character of the internship with SCHOTT;
 - what you have to offer to SCHOTT.***It is to your advantage to make statements that are not too limiting.***
9. Separate statement (1 paragraph) detailing your financial situation and specifically addressing your ability to contribute additional funds, should your salary not cover living expenses (part of online application).
10. The CDS program fee of \$200.00 (includes a \$100.00 non-refundable administration fee) must be received by CDS for us to process your application. After acceptance into the program, the program fee is also non-refundable. However, should SCHOTT not accept you, you will be refunded \$100. ***We will not consider applications until the application fee has been received.***

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. German *Lebenslauf* (see enclosed sample). Please make sure that your German *Lebenslauf* reflects your experience and skills, just like your resume! Ask your German teacher for assistance. Also please, adhere a passport-size photo of your professional-looking face (wearing business attire) to the top right corner of your *Lebenslauf*.
4. Copy of official college transcripts
5. Letter of recommendation from a professor qualified to comment on your German language skills
6. Letter of recommendation from a former or current employer

7. 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.
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 - the field in which you would prefer to intern;
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Conversational Interview:

Upon receipt of your complete application, we will conduct a phone interview with you, should you qualify. We will discuss the program and your expectations, answer your questions, and test your German language skills. After a successful interview with CDS, selected candidates will conduct a telephone interview with SCHOTT. Following SCHOTT's approval, we will formally accept you to the program. If it is determined that you would benefit from additional language training, you may be required to complete a language course prior to the beginning of the internship.

Program Details:

Placement Process:

Once you have been accepted to the program, SCHOTT will organize your internship placement.

Information:

Participants will receive regular email updates on German issues and the placement process. It is crucial for the success of the program that participants check their email frequently and respond asap. Participants must inform CDS immediately of any changes in their contact information.

Orientation:

Upon your arrival in Germany at the end of May, we will conduct an intercultural seminar before you depart for SCHOTT. The tentative dates for the orientation seminar are May 23rd and May 24th. Information about the seminar will be forwarded to you as it becomes available. Following the CDS orientation seminar SCHOTT will also conduct a one-day orientation seminar.

Positions and Compensation:

The program participants will work at SCHOTT as *Praktikanten*. Placements will be decided by SCHOTT based on your educational and professional background. The monthly compensation of approx. 600 Euro will allow for a comfortable standard of living.

Duration:

The tentative internship start date is May 26th. Your internship will end on August 15th in order to allow you some time before the start of classes for the Fall 2008 semester. Participants will be informed of all dates and times (including the orientation seminar in Germany) as soon as they are confirmed. In some cases, participants may complete a four-month internship.

Health Insurance:

You must have health insurance during the program. As an enrolled student during and after the program, you must either keep your US insurance, or purchase insurance coverage through a travel agency or CDS (currently at \$45/ month). Proof of your insured status is required prior to the program start.

Housing:

SCHOTT will arrange for housing during the internship. Public transportation in Germany is excellent and will enable you to easily commute to your internship and other activities.

Travel:

Participants must bear all travel costs. 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. 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-US citizens are also responsible for any visa fees incurred in the US.

Feel free to contact us with any questions you may have while completing your application, as it might save you (and us!) time and work.

We look forward to receiving your application!

Books on German life, culture and business

When in Germany, Do as the Germans Do: The Clued-In Guide to German Life, Language, and Culture (Paperback)

by Hyde Flippo

List Price: \$10.95

Never feel like a stranger in Germany again!

On entering a restaurant, should you find your own table or wait to be seated? What is a suitable topic for small-talk with a stranger? In what circumstances might you ask to borrow *ein Handy*? All these answers and more can be found in *When in Germany, Do As the Germans Do*, a fun and intriguing book that teaches you about Germany's culture, language, and people.

It features 120 intriguing multiple-choice questions that are cross-referenced to fascinating articles on pop culture, customs, behavior, history, consumer trends, literature, tourist sights, business, language, and more. Also included are key terms and useful expressions, informative charts, and websites for further reference.

Germany - Culture Smart!: a quick guide to customs and etiquette (Paperback)

by Barry Tomalin

List Price: \$9.95

Culture Smart! provides essential information on attitudes, beliefs and behavior in different countries, ensuring that you arrive at your destination aware of basic manners, common courtesies, and sensitive issues. These concise guides tell you what to expect, how to behave, and how to establish a rapport with your hosts. This inside knowledge will enable you to steer clear of embarrassing gaffes and mistakes, feel confident in unfamiliar situations, and develop trust, friendships, and successful business relationships.

Culture Smart! offers illuminating insights into the culture and society of a particular country. It will help you to turn your visit-whether on business or for pleasure-into a memorable and enriching experience.

Understanding American and German Business Cultures (Spiral-bound)

by Patrick Schmidt

List Price: \$28.95

This useful guidebook explains the different organizational behaviors between Germany and the United States. The comparative method is used so that the reader is able to immediately grasp where the differences are and become conscious of his or her own national uniqueness. Whether German or American, this book will stimulate your understanding of both sides to an increasingly important partnership-equation. Examples are drawn from both the United States and Germany. Interactive case studies and checklists confirm the main points. A reading list guides you to further learning.

The German Way : Aspects of Behavior, Attitudes, and Customs in the German-Speaking World (Paperback)

by Hyde Flippo

List Price: \$12.95

The German Way is a handy guide to understanding how people from every corner of the German-speaking world think, do business, and act in their daily lives.

Organized alphabetically for ease of use, *The German Way* is an indispensable reference to the common as well as the divergent cultural traits of German-speaking people. Included are 77 key traits, representing German-speaking people from all walks of life and from the following countries where German is spoken: Germany, Austria, and Switzerland. Familiarity with the varied ways in which these people celebrate holidays, interact with one another, eat, dress, and so on will increase your ability to communicate with German-speaking men and women everywhere.

The above list of books is a random choice of available books in 2006. CDS is not affiliated with any of the above and is not responsible for content. Please get back to us with suggestions and remarks: kholubova@cdsintl.org