



## **Program Overview:**

# **Transatlantic Renewable Energy Exchange**

**A three-month summer internship program in Germany**

### **Introduction**

CDS International, Inc. in cooperation with our partner organization in Bonn, InWent gGmbH, is pleased to offer the **Transatlantic Renewable Energy Exchange (TREE)**, a three-month summer internship program in Germany focusing on renewable energy.

**TREE** provides U.S. students with an opportunity to complete paid professional internships in Germany focusing on renewable energy. Internships are available in a variety of professional fields, including, but not limited to business, marketing/ PR, production/manufacturing, IT, engineering, chemistry, physics, material sciences, environmental economics and policy. The program will begin in late May with a week-long introductory seminar on the topic of renewable energy in Germany and the EU at the University of Kassel in Germany.

Renewable energy sources like wind power, solar power, and biofuels have long been championed by environmentalists. Recently, however, green power has also become big business. Demand for clean energy technologies like wind and solar power has exploded, and the international renewable energy market is projected to grow to \$226.5 billion by 2016. While U.S. renewable energy markets are starting to accelerate, Germany has aggressively supported renewable energy since 1990 and is home to the world's largest renewable energy markets. Germany leads the world in wind and solar energy installations and is also the world's largest producer of biodiesel. Given its considerable headstart with renewable energy, Germany is an ideal training ground for U.S. students interested in pursuing clean energy careers.

### **Responsibilities of Participant**

- submit an on-line application at <http://www.cdsintl.org/fromusa/tree.htm> by **Friday, February 29, 2008**. All supporting materials must be received by CDS by the above date. All paper applications must be received by February 29, 2008.
- pay program fee upon acceptance to the program. **The \$ 1,250 program fee includes the following:**
  - travel voucher for international travel
  - in-country transportation
  - 1-week immersion seminar at the University of Kassel (including housing)
  - evaluation seminar in Germany
  - paid professional internship in the renewable energy field in Germany
  - health insurance
- arrange your flight to and from Germany
- secure housing in Germany during your internship (with our assistance)
- represent your home country in a responsible way

## **Responsibilities of CDS and German Partner Organization**

- pre-departure orientation mailing
- orientation seminar upon arrival in Germany
- week long immersion seminar at the University of Kassel
- evaluation seminar in Germany
- travel voucher for transatlantic airfare
- in-country transportation related to the program
- enrollment in health insurance
- paid internship placement with a German host company in the renewable energy field
- work authorization and assistance with other bureaucratic matters
- support throughout the program in Germany and in the U.S.

## **Eligibility Requirements**

### **Citizenship:**

U.S. Citizens and permanent residents of the U.S.

**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 an accredited U.S. college or university before, during and after the program. U.S. citizens graduating from an accredited U.S. college or university in May 2008 are also eligible.

### **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 have the option to complete a one-month intensive language course in Germany prior to the week-long seminar in Kassel at the beginning of the program (at their cost).

### **Education:**

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

- *Business:* general administration/ marketing/ PR
- *Technical Fields:* chemical engineering/ electrical engineering/ industrial engineering/ mechanical engineering/ IT/ logistics/ multi media/ graphic design/ production/ manufacturing
- *Science:* physics/ chemistry/ material sciences
- *Liberal Arts:* international relations/ environmental policy/ environmental economics

## **Experience:**

Practical experience in your desired field (summer employment, prior internship, lab position, etc.) does not need to be extensive, but is required. As always, the more experience you have the more desirable you are to a potential host company.

## **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. Completed Participant Request Form (part of online application)
9. Personal statement entitled "What I expect from the Transatlantic Renewable Energy Exchange Program" 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;
  - the type of work you expect to be doing; and
  - what you have to offer to a host company.***It is to your advantage to make statements that are not too limiting.***
10. 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).
11. There is no application fee for this program. The CDS program fee of \$1,250 must be received within two weeks of acceptance to the program. All accepted applicants will be invoiced for the above amount following acceptance to the program.  
**The program fee includes the following:**
  - \$100 non-refundable administration fee
  - travel voucher for international travel
  - in-country transportation
  - 1-week immersion seminar at the University of Kassel (including housing)
  - evaluation seminar in Germany
  - paid professional internship in the renewable energy field in Germany
  - health insurance

**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
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**Conversational Interview:**

Upon receipt of your complete application, CDS will conduct a phone interview with you in early March. We will discuss the program and your expectations, answer your questions, and test your German language skills. Following a successful interview, we will formally accept 10 applicants for participation in the program. If it is determined that you would benefit from an intensive German language course prior to the seminar at the University of Kassel, the Carl Duisberg Centren (CDC) in Berlin, Cologne or Saarbrücken are an option. Tuition and accommodation cost approximately \$1,650.

## **Program Details:**

### **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 ASAP. Participants must inform CDS immediately of any changes in their contact information.

### **Orientation:**

In April, you will receive a pre-departure orientation mailing covering details related to your program. Topics will include important program dates, what to bring, travel specifics such as how to reserve and purchase train tickets, an introduction to the German workplace and many other important points related to your stay in Germany.

Upon your arrival in Germany, CDS and InWEnt will conduct an intercultural seminar at the University of Kassel (tentatively May 25, 2008). Details regarding the seminar will be forwarded to you as they become available.

### **University of Kassel Seminar:**

Following the one-day intercultural seminar, the program will continue with a week-long immersion seminar at the University of Kassel (UniK) in Germany. Founded in 1971, UniK, known as the “Environmental University”, is proud to be a frontrunner in research and instruction for environmental issues with a focus on technological disciplines in the field of renewable energy.

The week-long immersion seminar will consist of a first-class, 20 hour, academic course designed to give participants an overview of important fields in the area of renewable energy in Germany. Top German professors will introduce the latest developments in their respective fields from a German and European perspective. Details regarding the week-long seminar will be forwarded to you as they become available.

### **Evaluation Seminar:**

InWEnt will organize an evaluation seminar toward the end of the internship in Germany. Details regarding the evaluation seminar will be forwarded to you as they become available.

### **Placement Process:**

Once you have been accepted to the program, CDS, in cooperation with InWEnt, will find an internship position with a host company in Germany for you. While some placements are found in a snap, 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-winding 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:**

CDS and our German partner organization work with all types of companies: small family-owned businesses, medium-sized companies, multinational holdings, and non-profit or government organizations. Many 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, be assured that excellent internships are also experienced at smaller companies. Here, the contact can be more personal and participants often gain a better overview of the company’s entire 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 work conditions, we will try to assist you whenever possible. Your resume 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 program will begin with an intercultural seminar at the University of Kassel tentatively on May 25, followed by a week-long introductory seminar on the topic of renewable energy in Germany and the EU. The tentative start date for the internships is June 2. The tentative end date for your internship is August 15 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 as soon as they are confirmed.

### **Compensation:**

Each participant will receive at least €700/month. Participants will either receive compensation from their host company or a stipend from CDS. This will cover basic expenses such as housing, local transportation, and food. Some participants may receive €350/month plus free housing. Participants should be able to provide additional funds for travel expenses, emergencies, and incidentals.

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 will be insured through CDS by HTH Worldwide. Insurance cards and insurance information will be included in the pre-departure mailing.

### **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/partner organization cannot be responsible for housing arrangements that fall through due to a participant's failure to follow through.

**Travel:**

Participants will receive a travel voucher in the amount of \$875 to offset the cost of transatlantic airfare and train fare to Kassel. Participants will also receive a voucher to offset the cost of in-country transportation related to the program. All travel arrangements, including those related to the seminar in Kassel and the evaluation 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. Participants are also responsible for any visa costs.

Feel free to contact us 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!***