

AIB



Akademie für Internationale Bildung
Academy for International Education

International Professional Development



Internship Program 2007

Dear Applicant:

Thank you for your interest in the Academy for International Education's **2007 International Professional Development Program** in Germany.

Our IPD Program provides a valuable integration of coursework, integrating German culture and language, critical international competencies, and valuable internship experience. Those who have already graduated and don't need IPD course credits will receive the Advanced IPD 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, an up-to-date computer lab, and much more!

We are aware that internships are individual tasks. Therefore the AIB tries to tailor the IPD 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 the IPD program for several years and it has proved to be a worthwhile experience for the students and their internship organizations. With our know-how and your input we believe that the IPD program will be an invaluable and rewarding experience for you. 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, AIB

Program Structure

The IPD Program involves three courses, culminating in an internship work experience that fits your interests and career plans. Each course covers 45 hours, typically worth 3 units of credit at most universities. Even if you don't need the course credits toward graduation, you can still apply the coursework toward the Advanced International Professional Development Post-Graduate Certificate, which will look very impressive on your resume!

Prior to your internship, the AIB offers 5-8 weeks of **language** instruction. (If you can prove that you have sufficient knowledge of the German language and you do not need the language instruction, make sure to attach an official verification, as it is needed for the International Job Center). The goals of the language instruction are to achieve the highest level of proficiency in communication skills possible and to introduce you to various aspects of the German culture. In order for each student to get the most out of the instruction, we offer various levels (advanced, intermediate or beginners) depending on student need. In addition, an interesting and enlightening German Culture class is offered.

From the beginning of your time in Germany and during your internship, you will participate in a course called ***International Professional Career Development***. This course is taught online by a recognized professor in international education. A major part of this course is the relevant international internship that, through direct application and deep immersion, will help students to further enhance their learning experiences 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. Course grading will include quality of internship performance, as determined in consultation with the internship site supervisor, as well as individual readings and comprehensive written assignments. This course is worth 3 units of credit.

Usually IPD students have a one-week break after the language instruction. During that time the AIB offers an **excursion** (eg. Berlin and Prague). This excursion is optional, and your ability to participate depends upon your internship schedule.

The **internship** itself consists of approximately 30 hours per week working in an organization. In order to make this a valuable experience for you we require two months minimum stay. This will make sure that you will have a truly meaningful learning experience and be able to meet the required hours. If you are planning on staying longer than two months, you are welcome to do so. In fact, some organizations may even require three months stay.

Part of the internship is also a written final report from your side that will discuss your experiences and impressions at the company or organization. The internship supervisor and the provider will also write a report. We cannot guarantee that the internship organization will pay for the internship, and most internship positions in Germany are unpaid. However, we will try to get some kind of remuneration for you.

The AIB provides an on-site coordinator who supervises the internship and helps with all kinds of logistics and details. *Students are encouraged to consult their major academic department beforehand to ensure that appropriate academic credit will be received from participation in the IPD program.*

Normally your application is due three months prior to the beginning of the internship.

Course Descriptions

Presently, the IPD courses are accepted for full credit by many highly recognized US universities (see section on partner universities). Course syllabi, describing in detail the learning objectives, assignments, learning resources, and grading procedures and standards, are available upon request. The following is a brief description of each course.

German Language Instruction

- **mandatory (except in very rare circumstances)**
- **45 total hours**
- **3 units of credit**

The AIB offers language instruction at various levels (advanced, intermediate or beginner) depending to 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

- **mandatory**
- **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**
- **taught online over 6-8 weeks**

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, provided by a recognized international education scholar. 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 area

With your input, the AIB works with companies and organizations from many different fields—for profit, non-profit (NGO), or government agency—to determine a good placement fit for you. Here is a sample list of different college majors and types of possible associated internships:

Art history	Museums and art galleries
Accounting	Banking; Business; Accounting Partnerships
Advertising	Advertising and Public Relations
Arts administration/arts management	Museums and arts administration
Biology/chemistry/pre-med	Medical research/services (Non-Profits like World Health Organization); health clinics
Business administration/ management	Business; Banking and Finance Advertising; Public Relations
Communications/journalism	Advertising and PR; Law Firms
Drama/Theater	Theater; Museum and Arts Administration
Economics	Banking; Business; Politics and Law Firms
Psychology/Sociology	Social Services Non-Profit Organizations; Advertising and PR; Human Resources

You are able to choose between the following internship types:

- | | |
|-----------------------------|---|
| Accounting | Finance |
| Admin (Hospitality, Sports) | Graphic Design |
| Architecture | Hotel/Restaurant/Hospitality |
| Biochemistry | Human Resources/Human Services |
| Biology(General) | Information Systems |
| Business Admin, Management | International Relations |
| Chemistry | Journalism |
| Comm (Radio, TV, & Film) | Liberal Arts |
| Communications | Marketing, Ad, PR |
| Computer Science | Mathematics |
| Economics | Non Governmental Organizations
(NGO) and Non-Profit Agencies |
| Engineering (Chemical) | Physics |
| Engineering (Mechanical) | Statistics |
| Environmental Management | Technology |
| Environmental Studies | Tourism |
| Fashion Business | |

Benefits of Your IPD Program Participation

- Incredible learning/personal development experience unlike anything you've had before!
- Course credits applicable toward graduation (be sure to get your school's approval beforehand);
- German language instruction with considerable real world interaction that will greatly enhance your skills;
- Valuable international working experience that looks impressive on your resume;
- Valuable new friends and international contacts that can be instrumental in future international career development opportunities;
- If you have already completed undergraduate study, you will receive AIB's Advanced IPD Post-Graduate Certificate to add to your educational credentials.

Partner Universities

Here is a list of US universities, whose students have participated and received academic credit through AIB programs:

Loyola Marymount University, Los Angeles, CA

Texas A&M University, College Station, TX

George Bush School of Government and Public Service, College Station, TX

Furman University, Greenville, SC

Lehigh Valley Association of Independent Colleges, Bethlehem, PA

LaFayette College, Easton, PA

Lehigh University, Bethlehem, PA

Moravian College, Bethlehem, PA

Muhlenberg College, Allentown, PA

Shippensburg University, Shippensburg, PA

UNC Wilmington, Wilmington, NC

Brigham Young University, Provo, UT

Program Costs

Tuition	per class	935 \$
Excursion	on request	
Housing w/ host family	per month (incl. breakfast & dinner)	640 \$
Services (for a typical 8 week internship program)	<ul style="list-style-type: none">♦ administration fee♦ internship placement♦ visa and permits♦ insurance (health, accident, liability insurance)♦ pick-up service♦ orientation♦ supervision♦ transportation pass for Bonn/Cologne area♦ organization of leisure and cultural activities♦ miscellaneous services	1150 \$

Eligibility Requirements

- Participants must be full- time enrolled students at an accredited U.S. school, college or university before and during the program.
- The minimum age is 18 years.

Time Table

Please note:

Internships are flexible assignments, depending on several factors. This means that an internship may start some time earlier or later than this timetable suggests.

Spring and Fall Semester

Spring Semester		Fall Semester
End of January	♦ arrival	3 rd week of August
First 8 weeks	♦ German Language Instruction ♦ Cultural Studies ♦ additional classes	First 5 weeks
Beginning of April	♦ break ♦ one week excursion ♦ (optional)	Beginning of October
April – June	♦ 8-12 week Internship	October - December

Summer Session

Summer Session	
3 rd week of May	♦ arrival
First 5 weeks	♦ German Language Instruction ♦ Cultural Studies ♦ additional classes
End of June	♦ break ♦ one week excursion (optional)
July/August	♦ 8 week Internship

Application and Selection Process

Please answer the questions carefully so that the AIB can place you into an organization and host family that will best fit your needs and interests.

We also ask you to include with the letter:

- **Six passport size photos not older than 6 months**
- **A CV and if possible a German “Lebenslauf”**
- **A letter from your Registrar’s Office confirming your name, major and student status for the duration of the program**
- **An official transcript of grades.**
- **Two letters of recommendation from either previous employers or instructors.**
- **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 (see information below)**

Application Procedure

- For the internship program, submit the Application forms along with a \$500 **non-refundable** deposit by money order or personal check to Dr. Rainer Zäck, Akademie für Internationale Bildung, Adenaueralle 7, 53113 Bonn, Germany.

Policies for Internship Program

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

1. Cancellation 15-30 days before the beginning of the program: \$300 cancellation fee
2. No refunds will be given starting 14 days prior to departure.
3. Cancellation must be submitted in writing.

I. Letter of intent

Please attach a letter of intent. Be aware that we will send this letter to various organizations. Therefore, you should write something general. We suggest that you tell the organization why you want to intern in Germany, why an internship would suit your career goals, and what your interests and fields of study are. Also if you already have relevant international experience, for example if you were part of an earlier study abroad program, or if you have any work experience, please explain in two or three sentences what you did and what you gained from those experiences. Half a page will be sufficient, but you are welcome to write more.

II. Schedule:

I plan to arrive on _____ and stay until _____ .

III. Accommodation:

I would like to live in a dorm

I would like to live with a host family

IV. Excursion:

I would like to participate in the excursion

I don't want to participate in the excursion

V. German Proficiency

no previous knowledge

basic knowledge

intermediate

advanced

How long have you been learning German?

Please list your German classes (if any):

Other languages:

International Travel Experiences

Family Information:

Full father's name: _____

Full mother's name: _____

XI. Additional Info

Diets/Allergies/Illnesses/Other Needs:

Housing Form

(only if you want to live with a host family)

This form will help us to find the right host family for you; it is very important that you fill it out carefully! **Please attach a letter to your host family in English or German and a recent picture of yourself!** This letter should be about yourself, your family, or something else you would like to share!

I. Personal Data

Last Name: _____

First Name: _____

Middle Initial: _____

Date of Birth (dd/mm/yyyy): _____

Gender: Male Female

Siblings:

II. German Proficiency

Beginner Basic knowledge Intermediate Advanced

III. Smoking

Smoking Non-Smoking

Interests / Hobbies / Activities

V. International Experience

VI. Allergies or Illnesses Necessary to Be Known (pet allergies etc.)

VII. Special Diet / Vegetarian

Other



Bundesanstalt für Arbeit

Zentralstelle für
Arbeitsvermittlung (ZAV)

**Immatrikulationsbescheinigung
(Certificate of enrollment)**

Name: _____

geboren am (born): _____

wohnhaft in (place of residence): _____

Nationalität (nationality): _____

ist seit _____ eingeschriebene (r) Student (in)

(Since _____ she/he is registered student)

Fachrichtung (area of studies): _____

voraussichtliches Studienende _____ Monat/Jahr

(She/he will conclude studies in _____ month/year)

Die Sommer/ Winter-Semesterferien dauern von _____ bis _____ (genauer Zeitraum)

(Summer/ winter vacation begins _____ and ends _____ (exact space of time))

Sie/ er wird das Studium nach den offiziellen Semesterferien fortsetzen ja nein

(she/ he will continue studies)

yes

no

Anschrift und Telefonnummer
der Universität/ Hochschule
(address and telephone number
from university or college)

Datum (date): _____

Stempel der Universität/
Hochschule

(stamp from university or college)

Contact Information

Please send application materials to:

Olaf Brodersen

AIB

Adenauerallee 7

53111 Bonn

Germany

For questions and assistance please email:

brodersen@aibnet.de (Olaf Brodersen)

or call the AIB @ 01149 (0)228 210571 or fax @ 01149 (0)228 242023