



Transatlantic Program 2008

Program Description and Application Package

A. Program Summary

For the 4th consecutive year, the Transatlantic Program is offering in Summer 2008 the opportunity for a group of up to 25 select U.S. students to gain practical work experience in Germany. The German Federal Ministry of Economics and Technology (BMWi) generously co-finances the Transatlantic Program with funds from its European Recovery Program (ERP).

Students of business, engineering and international relations are carefully matched to internship positions of 2-6 months in their respective fields of study throughout Germany. Participants gain valuable practical skills for their future careers, improve their language abilities and learn first-hand about the German business environment. Students who have at least a working knowledge of German (2-years of college-level German) are invited to apply for participation.

Unique to the Transatlantic Program is the pre-internship Immersion Seminar in Berlin, a ten-day program consisting of German language-building activities, intercultural training and discussions with high-ranking representatives from German business and politics. Highlights of the seminar include visits to companies and organizations and day trips to other key cities, such as Dresden or Hamburg. The group will be brought together again for a Mid-term seminar in Cologne to share experiences and for internship review.

The Transatlantic Program encourages colleges and universities whose students are selected to participate in the program to offer course credits for the immersion seminar and the internship program.

The Transatlantic Program is organized out of Chicago by the German American Chamber of Commerce of the Midwest (GACCoM) in cooperation with the University of Illinois at Chicago (UIC) and InWEnt gmbH. GACCoM has considerable experience in organizing this exchange program, as it has conducted Transatlantic Programs for the past six years for both U.S. professionals and students.

B. Schedule and Program Details

The Transatlantic Program 2008 consists of two parts which form an inseparable unit.

Part one: Immersion Seminar, May 24 – June 2, 2008 in Berlin, Germany

Throughout the ten-day seminar in Berlin, which will also include day trips to Hamburg, and a key east German city such as Dresden, Leipzig or Rostock, students will meet with government officials, representatives of associations, companies, and fellow students from Berlin universities to discuss topics of current and future interest. Participants will receive information from first-hand sources on a variety of topics relating to the German economic, political and social systems as well as to German culture and history. In addition, the students will be able to develop valuable social and business contacts with German entrepreneurs, government officials, students and other interesting German parties.



Highlights from past Immersion Seminars included:

Federal Ministry of Economics and Technology, Berlin • DaimlerChrysler AG, Berlin • Federal Foreign Office, Berlin • Porsche AG, Leipzig • Nordex AG Wind Power Plant, Rostock • Container Harbor, Hamburg • Volkswagen Plant, Dresden • Castle Sanssouci, Potsdam

The schedule for the 2008 program will be finalized by Spring 2008. Please visit our website at www.transatlanticprogram.org for information on last year's program.

During this first part of the Transatlantic Program the students will be accompanied by representatives of GACCoM and Helga Kraft, PhD, Professor of Germanic Studies at the University of Illinois at Chicago (UIC). Dr. Kraft will lead the interactive German language-building activities during the Immersion Seminar together with two German language teaching assistants from Berlin. These language-building activities primarily take the form of role-playing and small-group work and are designed to help students prepare linguistically and culturally for topics they will discuss during visits with German companies and governmental agencies, to adapt to their new surroundings in Germany, and ultimately, to work and live in Germany. Students will receive an official German Language Course Certificate including contact hours (45) for this part of the program.

The participants will begin preparing for the trip and their internships already in the spring. Language materials and books will be sent to the students for this purpose, and students will complete related preparatory assignments to be submitted via email while still in the US.

Part two: Individual Internships

Part two of the program starts immediately following the Immersion Seminar in Berlin. The students will travel to their individual internship locations on June 2, get settled in their respective cities and begin their internships on June 5, 2008.

The students choose the duration of their internships when applying:

- 2 months (until July 31, 2008),
- 10 weeks (until August 15, 2008),
- 3 months (until August 31, 2008) or
- 6 months (until November 30, 2008).

All internships in Germany will be prearranged by GACCoM and its German partner InWEnt after the selection of up to 25 participating students. During the selection process, the participant's major field of study and professional interests will be taken into account in order to create the best possible fit between the internship company and the U.S. student. The placement process begins in January and it may take until early May until all students are placed in a German company.

Participating companies and organizations of the Transatlantic Programs 2005, 2006 and 2007 are listed on our website as a reference. There is no guarantee though that these particular companies and organizations will provide internships again in 2008.



Each U.S. student will experience first-hand through their internship how a German organization functions. The students will not only be there to observe the inner-workings of a German business but also to become a productive part of the company team. A high level of motivation, a strong work ethic and a willingness to adapt to the German way of doing business will be expected from each student.

Whereas the first part of the program is a group experience, during the second part the participants will continue their internships individually. Students will live in different cities and work at different companies. All students will officially meet again during their internship phase for a mid-term seminar which will be conducted in Cologne. GACCoM and InWEnt will provide guidance and help whenever necessary.

The next official meeting will take place after all students have returned to the United States, most likely at the end of 2008 or the beginning of 2009. At this time participants will have become part of the Transatlantic Program Alumni Network, which includes an online platform for social and professional networking, yearly reunions, e-Newsletters and more. The Alumni website can be accessed through the Transatlantic Program website (www.transatlanticprogram.org).

Further details regarding the internship placement process:

The more previous work experience students have in their respective fields of study, the more likely it is that they will obtain an internship related to their specialty. Students with less practical experience need to be more flexible. Once an internship company has been found, the student will be informed about the placement. Usually, students will not be able to choose between different companies or locations. Please note that our foremost goal is to provide the applicant with an internship placement in a company that is most suited to his/her individual qualifications. The companies choose their interns from a large pool of applicants and the US students may have to conduct several phone interviews before the company decides who to accept as an intern.

GACCoM and its partner InWEnt work with all types of German host companies and organizations: small family-owned businesses, medium sized companies, and larger corporations as well as economic development corporations, ministries, etc. Statistically, more than 90% of all German companies are small and medium sized companies. While a "big name" certainly sounds attractive, students may rest assured that smaller companies will also provide excellent internship experiences. Since internships with larger companies are very competitive, the likelihood of being placed with a big and well-known company is rather slim, especially for students who stay less than six months and whose German skills are weaker and who have no previous work experience in the desired field. Usually, the success of the internship depends on what the students puts in.

C. Eligibility Requirements

- Currently-enrolled college and university students, including students graduating in Spring 2008. The program is primarily targeted towards undergraduate students in their junior or senior year.
- Majors of Engineering, Economics, Business Administration fields, International Relations,



Journalism or Computer Science. Qualified students with a minor in one of these areas of study may also apply.

- Minimum of two years of college-level German; ability to speak and understand German at a conversational level.
- Some work experience in one's respective field of study is preferable.

If the applicant's major does not match these categories, but a definite interest in the program exists, exceptions may be made on a case by-case basis. We encourage and accept applications from any student who might be well-suited for this opportunity.

D. Application and Selection Process

Besides the eligibility requirements mentioned, we are looking for excellent students for the Transatlantic Program 2008 from across the United States who possess the following characteristics:

- Open-minded personality, flexible, curious
- Highly motivated to learn through first-hand experience about Germany and German business
- Interested in current German economic and political topics
- Interested in becoming an 'ambassador' for the US in Germany and vice versa

The full application package has to include:

1. Resume in English (finalists will be asked to send resume in German)
2. Letter of motivation (1-2 pages) specifying reasons for student's interest in the program
3. Completed Internship Questionnaire (on page 9)
4. Official transcripts documenting all undergraduate studies
5. Signed letter of recommendation on official letterhead from a professor in the department in which the student is majoring. An additional LoR (e.g. by a German Professor) is more than welcome.

Deadline to submit the full application is October 23, 2007. Incomplete applications cannot be considered. Email application (including No. 1; 2; 3) is sufficient to meet the deadline; paper version with signed documents (No. 5) and official transcript (No. 4) need to be received at the latest within one week of the deadline. Please mail your application to:

German American Chamber of Commerce of the Midwest Inc.

Attn. Sabine Klensch

401 N. Michigan Avenue, Suite 3330

Chicago, IL 60611

Email: klensch@gaccomm.org



GACCoM will evaluate the applications and conduct phone interviews in English and German with a pre-selected group of students before deciding on the final group of participants. Selection criteria will be the student's qualifications, his/her motivation for the program, good German language skills and work experience in his/her field of study. Participation is limited to 25 students.

GACCoM will inform all students regarding the outcome of their application in December 2007. Students accepted into the Transatlantic Program 2008 will be asked to provide and fill out further documentation and forms on short notice, including a German resume, digital passport photos, etc. The first installment of the participation fee is also due in early January (see payment schedule in Section F). The process of matching the 25 participants with German companies offering internship opportunities begins in January 2008 and might take until April or early May 2008. Most German companies will require phone interviews before making their decisions.

E. Program Costs and Participant Responsibilities

The monetary value of this program is about \$7,000 per participant, of which over 50% is paid for by the German government and by private sponsors. The remaining costs of \$2,900 per student will be covered by each participant, payable in three installments (see Section F for more information).

- The program covers the following costs:

Internship placement process, including administrative paperwork to intern in Germany

Immersion Seminar in Berlin

- Accommodations & meals
- Interactive German class and materials
- Intercultural training
- Ten-day visitors' program
- Transportation during seminar and to internship locations

Liability & Accident insurance for the duration of the entire program.

Mid-term Seminar in Cologne

- Accommodations & meals
- Intercultural training
- Cultural Program
- Transportation during seminar and to and from Cologne

- The majority of the internships will be paid. The internship compensation, however, depends on each individual company. Usually, the longer the internship duration, the likelier it will be that the company will pay a salary. Two or three month-internships are considered short-term internships; therefore the student might only receive a small

compensation or none at all. In the case of non-paid internships, GACCoM will provide a one-time stipend of EUR 500 per student (about \$675).

- Students are responsible for arranging and paying for their own flights to Germany and for covering their housing and everyday living costs for the duration of their internships. Students are also responsible for arranging their own housing at the internship location. The host company might provide some leads. GACCoM and InWEnt will help with general information on how to find housing, but securing housing is the student's responsibility.
- Health insurance is mandatory for the duration of the program. Students should either keep their US insurance if it extends coverage to them during their stay in Germany or purchase extra insurance coverage. As an alternative, our partner organization in Germany, InWEnt, offers insurance coverage at the rate of EUR 3.11 per day.
- The cost of living in Germany for a student depends on the location and can be calculated at approx. EUR 900/month (approx. USD 1,200/month). This includes housing, meals and personal expenses.
- Participants are welcome to seek out additional stipends, scholarships or grants offered by universities, corporate sponsors or other organizations.

F. Student Payment Schedule and Terms

Payments can be submitted in three installments. Please note that failure to submit payments on time may result in the forfeiture of a participant's slot in the program without refund of prior payments. In this instance, the forfeited slot will be awarded to an alternate candidate. If a participant retracts his/her participation at any time after having accepted his/her spot in the program, he/she will not receive a reimbursement for payments rendered.

The three payments are to be made as follows:

- First installment of \$1,200 is due upon acceptance into the Transatlantic Program, but no later than January 7, 2008.
- Second installment of \$850 is due on February 20, 2008.
- Third and final installment of \$850 is due on April 18, 2008.

Payment can be made by personal checks or Visa or MasterCard.



G. General Information

Overall, this program provides a fantastic opportunity for motivated, well-qualified U.S. students and we look forward to working with you! Should you have any questions, please contact the German American Chamber of Commerce of the Midwest in Chicago:

Program Director: Sabine Klensch
Email: klensch@gaccomm.org
Phone: (312) 494-2166

Please also feel free to speak with previous participants about their experiences in Germany and with this program.

The past Transatlantic Programs were very successful and gave U.S. participants an in-depth insight into modern Germany, brought them together with a select group of high-ranking government officials and company representatives, and helped them to establish life-long personal and professional relationships. According to our participants' feedback, for many of them the Transatlantic Program was the opportunity of their lifetimes and was highly beneficial to their personal and professional development. Additionally, many students benefited by receiving course credits for their participation in the Transatlantic Program (see Academic Outline).

Please visit our website as a resource to read more about past programs and the upcoming 2008 program: www.transatlanticprogram.org.



Transatlantic Program 2008 - Preliminary Schedule

October 23, 2007	Deadline for students to submit their applications to GACCoM
Nov./Dec. 2007	Review of applications and phone interviews with pre-selected applicants.
End of December 2007	Selection of participants. Accepted students will be informed of their acceptance and invited to participate in the program.
January 7, 2008	Participants must submit participation agreement and the first installment of the program fee to GACCoM (\$1,200) in order to secure their place in the program.
January 2008	Participants need to submit further documentation such as a German resume, passport photo, etc.
February 20, 2008	Second payment installment due (\$850)
April 18, 2008	Third and final payment installment due (\$850)
January until May 2008	Students will be matched with appropriate German internship companies; students will conduct phone interviews with German companies; students will be informed individually as soon as placed. Preparation for the program, including some language assignments.
May 24, 2008 or earlier	Students will fly to Berlin according to their own arrangements
May 24, 2008	Start of the Transatlantic Program 2008
May 24 - June 2, 2008	Group program in Germany including meetings, visits, language instruction, intercultural training, and preparation for the internships
June 2, 2008	Students will depart individually to their various internship locations
June 2 - 4, 2008	Adapting to new location and taking care of administrative issues (registration with city, etc.)
June 5, 2008	Start of individual internships
July 2008	Mid-term seminar with InWEnt and all participants in Cologne
Individual dates	End of internships, depending on the internship duration selected. Earliest return date to the U.S. is August 1, 2008. Respective end dates can be found in Section B on page 2.
After January 2009	Post-internship meeting with Transatlantic Program Alumni in Chicago



Transatlantic Program 2008

Internship Questionnaire – To be returned to GACCoM with application!

This form is designed to inform us about your preferences, background, and interests. It will not be forwarded to companies. We encourage you to list your first, second, and third preference and to be receptive to alternatives. Although we cannot guarantee a placement based on the information on this sheet, we will certainly do our best to accommodate your preferences and to make your internship experience in Germany worthwhile.

Name _____ University _____

**Please indicate preferred length of internship (information is binding).
End dates for the respective duration options are provided.**

2 months (July 31, 2008) 10 weeks (August 15, 2008) 3 months (August 31, 2008) 6 months (November 30, 2008)

Preferred field/department/projects you would be interested in:

Please provide us with details on your background and work experiences and what you would like to do in your internship:

Have you already established personal contact(s) with a German company that you would like us to follow up on?

Other things you would like us to consider:

Do you have any previous internship experience with companies in the U.S. or in Germany? If so, please specify.

No Yes _____



Transatlantic Program 2008- Program Contacts

Project coordinator:

German American Chamber of Commerce of the Midwest Inc., Chicago
401 N. Michigan Avenue Suite 3330 - Chicago, IL 60611
Website: www.transatlanticprogram.org; www.gaccomm.org

Contact:

Ms. Sabine Klensch
Phone: 312 644 2166, Fax: 312 644 0738
Email: klensch@gaccomm.org

Students: If you have any questions, please contact Sabine Klensch.

Partner organizations:

U.S. Partner – Academic part

University of Illinois at Chicago
Helga W. Kraft, PhD
Professor of Germanic Studies
Department of Germanic Studies
601 S Morgan St (MC 189)
Chicago, IL 60607
email: kraft@uic.edu
<http://www.german.uic.edu>

Chicago

Atlanta

New York

Philadelphia

San
Francisco

Universities: If you have any questions concerning the academic portion, please contact Dr. Kraft.

German Partner – Internship

InWEnt – Internationale Weiterbildung und Entwicklung gGmbH
Capacity Building International, Germany
Ms. Dawn Diegel
Friedrich - Ebert - Allee 40
53113 Bonn
GERMANY
Tel.: 011 49 228 – 4460 – 1338
Fax: 011 49 228 – 4460 – 1222
Email: dawn.diegel@inwent.org

Students: If you have questions about your internships please contact Dawn Diegel.