

## ***G 493 - Internship in German (1-6 credits)***

### **A. Summary**

An internship is an on-the-job learning opportunity designed to supplement classroom work with practical, professional experience. ***G493, Internship in German***, requires that you work on a regular basis, depending on the length of the contract, in a business or organization. The internship must provide opportunities to use German in written or oral form in a professional, technical, or administrative environment. Adequate supervision and feed-back from the employer has to be guaranteed. The number of credit hours varies based on the length of the contract. Students on a two-month full-time summer internship in Germany may earn three credits in German. Students on a five-month internship in international engineering earn six credits of German. They also earn two credits in technology electives.

In general, domestic internships do not pay a salary. Instead, they offer valuable experience which could translate into career opportunities. An internship allows students to explore ways of applying German language skills in a professional setting. Some internships may involve a salary. This arrangement is left to be negotiated between the student and employer. Overseas interns receive an internship salary which is comparable to that of local interns. Students may also apply for scholarships and financial aid.

Credits earned in G 493 are applicable to the German minor/ major (minimum grade: C)

### **B. Rationale**

Internships provide several benefits. An internship allows you to:

- Use your German skills in a real-life setting outside of the classroom
- Apply your skills in a professional environment
- Explore career opportunities
- Serve the community
- Gain work experience in your field

Using your German in a work setting will improve your knowledge of the language and the ways it can be applied beyond the university. It will allow you to explore career opportunities before committing to them; to gain experience related to your educational interests; to prove your ability to perform at a professional level; to make contacts in the professional world; to apply academic learning in a real-life setting and potentially find permanent employment.

### **C. Eligibility Requirements**

#### **1. To qualify for a *domestic internship* students must have:**

- A declared major or minor in German
- Completed at least 2<sup>nd</sup> year German (G 225, G 230 or equivalent) and one German course at IUPUI at the 300- level with a grade of 2.5 or better
- A letter of recommendations from the most recent German instructor
- A letter of recommendation from a previous employer, if applicable (may be substituted by a second letter from a professor).

- Overall GPA of 2.5 or better

**2. To qualify for the *Baden-Wuerttemberg Summer Internship* exchange program students must have:**

- Junior standing (Sophomores or Seniors may be considered but receive lower priority)
- Major in Engineering or Technology
- At least five credits of college-level German (Engineering, Technology)

**Please note:** as of the Summer of 2013, this program is administered through the School of Engineering and Technology and students receive internship credits through that school. Only engineering or technology major may apply. In addition, they may qualify for GER credits, upon consultation with the Director of German Program.

**3. To qualify for the *Semester Internship of the Program for International Engineering (“PIE”)* students must have:**

- Formal acceptance into the Program for International Engineering
- Junior or senior standing; the internship takes place during the fourth year of the 5-year dual-degree program.
- Completed three years of college-level German or equivalent
- Completed several advanced-level engineering courses
- Overall GPA of 2.5 or better

## **D. How the Internship Works**

### **1. *Local Internship***

Students need to have their internship approved by the German Program Director. In general, students are responsible for locating their own internship. The internship must provide adequate supervision and assessment, and an opportunity to practice German in a professional environment. The supervisor must submit an evaluation at the end of the internship. Credits vary depending on the hours worked.

### **2. *Summer Internship in Germany***

Students with prior knowledge of German may apply for a two-month summer internship in Germany as part of the Baden-Wuerttemberg Summer Internship Exchange Program. The selection process is competitive. Arrangements for the summer internships are made by Prof. Kay Wilding at the University of Cooperative Education in Mannheim (Duale Hochschule Mannheim), in collaboration with the Career Services Office of the School of Engineering and Technology. In general, the internship carries **3 credits**.

### **3. *Semester Internship in the Program for International Engineering***

Students enrolled in the Program for International Engineering (“PIE”) are required to participate in a 5-month overseas internship during their fourth year of study. They will receive a total of **6** credits in German (G 493) and **2** credits in technology electives. Arrangements for the 5-month internship are made by Prof. Herbert Windisch or Prof. Herbert Olbrich at the Hochschule Heilbronn, in collaboration with the German Program Director at IUPUI.

## E. Approving the Internship

The internship must be approved by the German Program Director. A German faculty member (usually Prof. Grossmann) will supervise the internship and serve as Internship Director. He/she will read the proposal to judge its potential learning experience in terms of using German in a structured and supervised manner. The proposal must be approved prior to registering in G 493.

## F. Registration for G493

After the internship has been approved the student will be authorized to register for G 493 for the respective semester.

## G. Completing the Internship

Students must complete several requirements in order to receive credit for G 493:

- **Orientation Meetings:** Students attend a one-hour orientation meeting and other scheduled meetings with the German faculty director. For overseas internships students must attend a pre-departure orientation workshop and maintain regular communication with the German Program Coordinator throughout the internship **(20% of final grade)**.
- **Internship Log and/or Textbook Assignments:** Students should keep a log of their work activities while on the job, as well as their cultural experiences if overseas. These log entries will become part of the final report. If turned in on a regular basis, the student will receive correction marks and will have the opportunity to revise the entries prior to submission. The five-month internship for dual-degree students also requires completion of assignments from a textbook while overseas. These assignments cover cultural studies as well as technical and business materials **(20% of final grade)**.
- **Final Report and Essay or Reflective Paper:** students must write a work report and a reflective paper in English about the outcome of the internship. In addition, students must complete an essay in German summarizing and evaluating their cultural learning experience. For local internships: 5-10 pages. For overseas internships, students must submit a work report in English (10-12 pages) and a cultural report in German (5-7 pages). The on-the-job supervisor also needs to submit an evaluation **(60% of the final grade)**.

In addition, students must schedule an end-of-semester personal interview with the internship supervisor and/or the faculty director, after they have had the opportunity to read your paper. If the necessary hours have not been completed by the end of the semester, students will receive the grade of "I" (Incomplete), provided that the internship is proceeding satisfactorily. When the necessary hours have been completed, the grade of "I" will be changed to the grade you have earned.

## Grading Scale

100 – 98.5	A+	79.8 – 78.5	C+		
98.4 – 91.9	A	78.4 – 71.9	C		
91.8 – 89.9	A-	71.8 – 69.9	C-		
89.8 – 88.5	B+	69.8 – 68.9	D+		
88.4 – 81.9	B	68.8 – 61.9	D		
81.8 – 79.9	B-	61.8 – 59.9	D-	59.9 - 0	F

## H. Required Reading

### 1. Domestic Internships

- Orientation package provided at the mandatory orientation meeting. The package includes German cultural materials, specialized vocabulary lists, and readings on intercultural communication.

### 2. Baden-Wuerttemberg Summer Internship Exchange Program

- Orientation package provided at the mandatory pre-departure workshop. The package includes German cultural materials, specialized vocabulary lists, and readings on intercultural communication.
- Hyde Flippo, *The German Way: Aspects of Behavior, Attitudes, and Customs in the German-Speaking World*.

### 3. Semester Internship in the Program for International Engineering

- Orientation package provided at the mandatory pre-departure workshop. The package includes German cultural materials, specialized vocabulary lists, and readings on intercultural communication.
- *Zur Orientierung, Basiswissen Deutschland*, Hueber Verlag
- Hyde Flippo, *The German Way: Aspects of Behavior, Attitudes and Customs in the German-Speaking World*.

## Recommended Reading

H. Frederick Sweitzer and Mary A. King, *The Successful Internship: Transformation & Empowerment*. Brooks/Cole Publishing Company, 1999.

Roland Flamini, *Passport Germany: Your Pocket Guide to German Business, Customs, Etiquette (Passport to the World)*.

Richard Lord, *Culture Shock! Germany*. Also: *Culture Shock! Succeed in Business - Germany*.

Susan Stern, *These Strange German Ways*. Also: *Meet United Germany*.

Michael Hager, *Deutsch im Berufsalltag*, Harcourt College Publishers, 2002

For more information, internship approval and course authorization contact:

Claudia Grossmann, Ph.D.  
Dept. of World Languages and Cultures  
CA 539B  
(317) 274-3943  
[cgrossma@iupui.edu](mailto:cgrossma@iupui.edu)

updated: Feb. 15, 2013