

**Universities** aiming at an enhanced transatlantic engagement of university students may join this bilateral program organizing internships for American students in Germany, and for German students in the USA. Internships are usually of a white-collar, office type of nature, though arrangements may vary. Universities match applicants' special skills with requirements of potential employers. And we suggest to accept any internship on offer, as the final decision remains basically with the employer. The **selection process** based on the program's guidelines includes the Partner University and, later, the USA-Interns office: interview, assessment of language abilities, maturity, personal engagement and general agreement with the overall goals of the program.

**Dates and duration** are arranged by employer and applicant in coordination with the USA-Interns Program. In general, the internships may take place throughout the whole year. Due to given dates of the orientation seminar, the USA-Interns Program may suggest a matching time frame. Alterations of the curriculum of any internship must be indicated to USA-Interns Program immediately.

The **coordination of internship placements** is conducted by the USA-Interns program who exclusively contact potential employers.

**Universities support the spirit of the USA-Intern Program:**

- Verify applicants' language skills (corresponding to two years of German instruction).
- Assist the students in collecting necessary documents (proper visa, work permit waiver).
- Support students according to the guidelines provided by the USA-Interns program (travel, housing, health insurance).
- Collect and send completed applications to the USA-Interns program in due time.
- Establish a link to [www.usa-interns.org](http://www.usa-interns.org)
- Support the Steuben-Schurz-Gesellschaft e.V. in its claim to the above mentioned fees, though universities are not liable for any fee.
- Contact the Alumni Association.
- Assist to enable students to participate in the US-Interns program in the USA and Germany, resp.
- Advertise the USA-Interns Program: work abroad, enhance skills and experience a potential future employer at the same time.

If interested, please get in touch with Juliane Adameit, D.E.A. at [info@usa-interns.org](mailto:info@usa-interns.org), call +49 (0) 69 - 71 44 86 09 or fax +49 (0) 69 13 10 873.