Congratulations on being selected to participate in the Germany SSG Internship Program!

This program is a collaboration between International Academic Programs (IAP) at the University of Wisconsin-Madison and USA-Interns. This IAP Program Handbook provides you with the most up-to-date information and advice available at the time of creation. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) should be directed at USA-Interns. Questions about academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to International Academic Programs at UW-Madison.

This program handbook contains the following information:

Contact Information ................................................................. 1
Program Dates ........................................................................... 2
Preparation Before Leaving ......................................................... 2
Travel and Arrival Information .................................................... 3
The Academic Program ............................................................... 3
Living Abroad .......................................................................... 4

Contact Information

USA-Interns
Juliane Adameit, D.E.A.
Coordinator
-Deutsch-Amerikanisches Praktikantenprogramm für Studierende-
-German-American Internship Program for Students-
Lange Str. 25-27
60311 Frankfurt am Main
T: +49 69 71 44 86 09
F: +49 69 13 10 873
Email: info@usa-interns.org
http://www.steuben-schurz.org/usa-interns/

UW-Madison Information
International Academic Programs (IAP)
University of Wisconsin-Madison
106 Red Gym, 716 Langdon Street
Madison, WI 53706
Tel: 608-265-6329  Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

For Program Advising:
Erica Haas-Gallo
IAP Study Abroad Advisor
E-mail: haasgallo@studyabroad.wisc.edu

For UW enrollment and CER procedures:
Annie Berberet
IAP Enrollment Specialist Advisor
E-mail: aberberet@studyabroad.wisc.edu
Emergency Contact Information
In case of an emergency, call the main IAP number (608) 265-6329 between 8:00 a.m.-4:30 p.m. Monday-Friday (Central time); after-hours or on weekends call the IAP staff on call at (608) 516-9440.

Embassy Registration
All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at <https://travelregistration.state.gov>. If you are not a U.S. citizen, register at your home country’s embassy or consulate.

United States Consulate
Wili-Becker-Allee 10
40227 Düsseldorf
Germany
Tel: +49 (0)211 788 8927
Fax: +49 (0)211 788 8938
Web: http://duesseldorf.usconsulate.gov

Program Dates
The dates of your internship are negotiated between you and your internship site supervisor. Please communicate these dates to your Study Abroad Advisor once they have been finalized.

Preparation Before Leaving
Refer to the Pre-Departure Checklist in the IAP Study Abroad Handbook for essential information.

Immigration Documents
Passport
A passport is needed to travel to Germany. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website (http://travel.state.gov/passport). If you already have your passport, make sure it will be valid for at least six months beyond the length of your stay abroad.

Visa
A visa is not required for U.S. passport holders. U.S. citizens may enter Germany for up to 90 days for tourist or business purposes without a visa. Your entry into the EU begins the 90 day limit for the entire Schengen area (i.e. European Union countries).

Handling Money Abroad
The official currency of Germany is the Euro (EUR), with 1 Euro equaling 100 cents. As of 02/12 the exchange rate was 1 Euro to $1.34 US Dollars. Students should bring some money in cash to cover expenses such as train, bus, and taxi fares, overnight accommodation and meals.

ATM/Debit cards: You can access your U.S. checking account using an ATM card; generally you will find that cards of the CIRRUS and PLUS system are the most widely accepted. When you use your ATM card, you immediately receive your funds in local currency; the exchange rate you get is in general better than what you would get when exchanging travelers’ checks. Check with your bank or credit union before departure to ensure that you can use your ATM card overseas and to verify the fee you will be charged for such transactions.

Credit cards: Visa and Master Card are accepted at many locations and cardholders are able to draw cash on their card accounts per their card company's policies.
Be sure to notify your bank and credit card companies that you will be in Europe and the dates of your program before departure.

**Packing**
Most past study abroad participants will tell you that they brought too much with them. Think carefully about what you really will need (and must carry) as you plan for packing. Plan on dressing appropriately for your internship placement. Each student will have a very different internship placement, most likely with different dress codes. Think carefully about your placement, and do not hesitate to contact USA-Interns to ask about the dress code at your placement.

Please note that shorts are not recommended as they are generally not considered appropriate attire in Germany.

In addition to clothing, past students have recommended bringing the following items:
- Small weekend bag for short trips (2-3 days)
- A towel for traveling and staying in hostels
- Raingear and a travel umbrella
- Comfortable walking shoes
- Laptop if desired for internet access, music, movies, photos, etc.

You will be able to find most toiletry items easily in Germany, although they may be under different brand names. However, contact lens care products are very expensive. If you take special vitamins or prescription drugs, you must bring those with you in their original containers and remember to bring a supply to last you through the full program and any additional travel. Do not plan on having medication sent to you by mail as they most likely will be held up in customs.

**Electronics**
Germany runs on 220V (volts), 50Hz (cycles) AC. If you plan on bringing any electronics from the United States, keep in mind that they will require adapters/converters which you should purchase before departure. It may be more convenient and less expensive to purchase appliances in Germany rather than purchasing the necessary converter/adapters in the United States.

**Travel and Arrival Information**
Students will be responsible for booking their own flights to and from the program.

More information about your arrival will be provided to you by USA-Interns.

**The Academic Program**

**General Information**
USA-Interns organized a completely personalized internship experience. The 8-12 week program consists of a full-time internship placement at a leading German company. Students will be enrolled in a 3-credit, online internship class through the University of Wisconsin-Madison. You will receive more information about this in the coming weeks.

**Internship placements**
The internships will vary in location, but students will all be working the equivalent of full-time during the program. More details will be available as the time nears to travel. Everyone will have a busy schedule, but not so busy that you won’t have any free time to explore Hessen on your own.
Course Information and Credit
Students will be enrolled in a 3-credit, online internship class through the University of Wisconsin-Madison. This course is equated to International Studies 320, though other equivalents may be available. Please contact your study abroad advisor for more information.

Course Equivalent Requests and My Study Abroad
Your internship course must be assigned a UW-Madison “equivalent” course in order for your grades and credits to be recorded on your UW-Madison transcript. The course is equated to International Studies 320, however other equivalents may be possible on a case-by-case basis.

In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request through your My Study Abroad account. Detailed information on the UW course equivalent process that you will use through your My Study Abroad account is available in the IAP Study Abroad Handbook.

Pass/Fail/Drop/Audit
Please refer to the IAP Study Abroad Handbook for academic policies.

Grades and Grade Conversions
Your International Internship course will be granted standard UW-Madison grades on the A-F scale.

Living Abroad
Educate yourself about your host country. Read the Preparing to Live in Another Culture section of the IAP Study Abroad Handbook. Remember- it won't be possible to prepare yourself completely. There will be situations you will not have anticipated and your flexibility will determine in great part the kind of experience you will have while abroad.

Housing
Housing is not provided by the program. Students will need to find their own housing, but SSG will provide students with housing listings and resources to help them in their search.

Excursions and Activities
There are not specific excursions built into the internship program, but Steuben-Schurz-Gesellschaft e.V. offers a variety of groups that students can be involved in. The SSG Junior group is for young Germans and Americans under 30 and there is also a SSG Stammtisch every second Tuesday where people can mix and mingle. SSG also organizes monthly events to promote cross-cultural appreciation. This can include lectures, visits to museums or discussions on political, economic and cultural similarities/differences in Germany and the USA.

Health
Students will be covered by CISI supplemental health insurance for the duration of their program. More information on the CISI health insurance coverage can be found in My Study Abroad under the Health Insurance section. If you need to see a doctor, you will most likely have to pay out of pocket and submit a claim to CISI to be reimbursed.

You should observe health precautions similar to those that would apply while traveling in the United States.

For more information on recommended immunizations for travel to Germany, please see the Center for Disease Control (CDC) web site: www.cdc.gov
Communication
When making calls, keep in mind time zone differences (www.timeanddate.com/worldclock). To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code, city access code (if necessary) and the phone number. Country and city codes can be found online (www.timeanddate.com/worldclock/dialing.html). Some of above steps can vary if you are using a calling card.

ADDITIONAL RELEVANT INFORMATION/WEBSITES OF INTEREST
U.S. State Department Students Abroad site:
http://www.studentsabroad.state.gov/

UW-Madison International Academic Programs
http://www.studyabroad.wisc.edu

U.S. State Department:
http://travel.state.gov

U.S. State Department Students Abroad site:
http://www.studentsabroad.state.gov/

Center for Disease Control
http://www.cdc.gov/travel/

Current exchange rates
http://www.oanda.com

Lonely Planet
http://www.lonelyplanet.com