



## Internship Guide

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AJY students are frequently interested in doing an internship while studying abroad. The advantages are manifold. Not only do most students receive credits for their internships, you will also have an added opportunity to speak German and to be actively involved in the local community. Additionally, you might find internship opportunities in Heidelberg that would not be available to you where you are from. While internships are by no means mandatory, we encourage you to read through this Internship Guide carefully to see if you can find an opportunity that speaks to you.

The internships in this guide are offered by local institutions in Heidelberg and have been recommended by AJY Alumni. If you are interested in an internship that is not listed in this guide, please contact AJY staff. We are happy to network with organizations in Heidelberg to see if we can find an internship that fits your interests, and there are plenty organizations to choose from.

**Please let AJY Staff know what internship(s) you are interested in. Since internship placement can be a lengthy process, we ask that you get in touch with us as soon as possible!**

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# Internships at the University of Heidelberg

## Dezernat Internationale Beziehungen

The University of Heidelberg's office of International Education is not only in charge of the 5000 international students at the University of Heidelberg, they also manage exchange programs for German students looking to study abroad. The office is divided into individual departments which are responsible for specific countries and regions.

<i>Responsibilities</i>	Students will be involved in the daily management of international students and be introduced to higher education administration. Depending on interest, students can ask to work in the department of a specific country or region, such as the US.
<i>Student Profile</i>	Interest in higher education administration, international education, study abroad programs, and business.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits
<i>Basis of Grade</i>	Job performance and final written assignment
<i>More Information</i>	<a href="#">Dezernat Internationale Beziehungen</a>

## Heidelberg Center for American Studies (HCA)

The HCA is a central research and teaching institution of the University of Heidelberg. It offers a Bachelor and Master program which impart the knowledge needed to understand the politics, culture, economy, and society of the US. The HCA also hosts guest speakers and discussion panels, which are open to the public and strengthen transatlantic networks in Heidelberg.

<i>Responsibilities</i>	Students are involved in managerial work and help plan and host HCA sponsored events. They will support HCA staff with community outreach and be involved in the planning process for future events, panel discussions and exhibits.
<i>Student Profile</i>	Interest in German American relations, international relations, education, higher education administration, and community outreach and engagement.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits
<i>Basis of Grade</i>	Job performance and final written assignment
<i>More Information</i>	<a href="#">HCA</a>

## Heidelberg Alumni International (HAI)

HAI is the University of Heidelberg's office for international Alumni. HAI has established an extensive alumni network and creates the possibility of maintaining old friendships and staying up to date with news from the University and Heidelberg. A subgroup of HAI is HAUS, Heidelberg Alumni USA. They not only have an office here in Heidelberg, but also in New York City.

<i>Responsibilities</i>	Students will be involved with administration and the management of the alumni network. They will help keep alumni engaged through social media and other information channels.
<i>Student Profile</i>	Interest in higher education administration, alumni and international relations, outreach and networking.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits
<i>Basis of Grade</i>	Job performance and final written assignment
<i>More Information</i>	<a href="#">HAI</a>

## **Internships in Education**

### Praktikum an einer Grundschule

Elementary school in Germany is for children in grades 1-4 that are between 6 and 11 years of age. First graders will have just started their schooling whereas fourth graders are preparing to move on to a secondary school, which is a very impactful time in their education. There are several grade schools in Heidelberg, at least one per borough. There are two grade schools that have a more international focus, the DAI International School and the English Institute Grundschule. Other schools that AJY students have done internships at are the Tiefburgschule and the Mönchhofschule.

<i>Responsibilities</i>	Students will work with the students and plan activities and courses that teach the basics of English in a playful pedagogical setting. Students will have the opportunity to shadow other teachers and learn about their responsibilities and work life.
<i>Student Profile</i>	Interest in education, working with children, early childhood development, and a career as a teacher or educator.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits
<i>Basis of Grade</i>	Job performance and final written assignment
<i>More Information</i>	<a href="#">DAI International School</a> , <a href="#">E.I. Grundschule</a> , <a href="#">Tiefburgschule</a> , <a href="#">Mönchhofschule</a>

## Praktikum an einer weiterführenden Schule

Secondary school in Germany starts in 5<sup>th</sup> grade. At a Gymnasium students stay until grade 12, when they take their Abitur. The English Institute and the Helmholtz Gymnasium both have an English bilingual program, meaning students take some classes in English, such as biology, history, or geography. Other schools that AJY students have done internships at are the Hölderlin Gymnasium and the Internationale Gesamtschule.

<i>Responsibilities</i>	Students will work as assistant teachers and shadow teachers throughout their workday. Additionally, students will be involved with running extracurricular activities and supervising students after school.
<i>Student Profile</i>	Interest in education, working with children, early childhood development, and a career as a teacher or educator.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits
<i>Basis of Grade</i>	Job performance and final written assignment
<i>More Information</i>	<a href="#">English Institute</a> , <a href="#">Helmholtz Gymnasium</a> , <a href="#">Hölderlin Gymnasium</a> , <a href="#">Internationale Gesamtschule</a>

## **Internships at Cultural Centers**

### Deutsch-Amerikanisches Institut (DAI)

The DAI is a cultural institution in Heidelberg which focuses on the transatlantic dialogue between Germany and the US. It has a central location in Heidelberg and hosts a wide variety of events, attracting nearly half a million visitors every year. The DAI has an English-language library which offers courses to students and teachers, as well as events for children such as arts and crafts classes or story time programs. As a cultural institution promoting dialogue and exchange in Heidelberg, the DAI's offerings are expansive and innovative.

<i>Responsibilities</i>	Students who intern at the DAI have a variety of program areas they can be involved in. The primary focus is on organizing and assisting with DAI events, such as conferences, concerts, discussion groups, etc. Depending on the student's interests, they can also assist with the DAI's library or makerspace. Additionally, the DAI runs two international Kindergartens and an International School, where students can help chaperone and teach. Responsibilities for this internship are adapted to the needs and interests of the individual student.
<i>Student Profile</i>	Interest in international and intercultural relations, cultural advancement, history, education, event management, and creative urban development.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits

*Basis of Grade* Job performance and final written assignment

*More Information* [DAI](#)

## Heidelberger Stadttheater

The Stadttheater is Heidelberg's largest theater. The building houses three stages and the theater shows several productions at once. It is a focal point for culture in Heidelberg and plays an important role in education and cultural immersion in the community.

*Responsibilities* Students will be able to shadow directors of plays and operas throughout their internship, as well as help in several other ways behind the scenes, depending on the show they are working on.

*Student Profile* Interest in theater, operas, literature, cultural education, and community engagement.

*Hours* 130 hours per semester

*Credits* 3 credits

*Basis of Grade* Job performance and final written assignment

*More Information* [Heidelberg Stadttheater](#)

## Karlstorbahnhof

The Karlstorbahnhof is a cultural center that was founded in 1995. There are several institutions that work together: the kulturcafé, Freier Theaterverein Heidelberg, Eine-Welt-Zentrum and the Karlstorcinema. They organize concerts, festivals, cabaret-comedy evenings, theater performances, lectures and much more.

*Responsibilities* Students will help organize and run events, depending on what their interests are. This includes working and planning in the office, as well as working at the actual event.

*Student Profile* Interest in event management

*Hours* 130 hours per semester

*Credits* 3 Credits

*Basis of Grade* Job performance and final written assignment

*More Information* [Karlstorbahnhof](#)

## Interkulturelles Zentrum Heidelberg

The Interkulturelles Zentrum is, as the name says, an inter-cultural center that belongs to the Department of Environment, Citizen Services, and Integration. Its work most often deals with groups with different ethnic backgrounds. The IZ is in constant contact with the national and international cultural exchange, with the goal of international understanding and tolerance. Every year, the IZ hosts the "Internationale Wochen Gegen Rassismus", including various presentations from Heidelberg's citizens about racism, exclusion and for diversity.

*Responsibilities*                      Students will be involved with tasks depending on.....

*Hours*                                      130 hours per semester

*Credits*                                    3 credits

*Basis of Grade*

*More Information*                      [IZ Heidelberg](#)

## **Internships in Social Work**

### Caritas

The Caritasverband Heidelberg e.V. represents the Catholic social services and facilities in Heidelberg. They are an umbrella organization of independent welfare organizations with the mission to help people in need. The counseling, assistance and mediation services are directed at all people with questions or difficulties who live in Heidelberg, regardless of age, gender, religious affiliation, or ideology.

*Responsibilities*                      Students will be involved with tasks depending on their interests. The Caritas provides a broad spectrum of services, such as geriatric care, care for people with an illness or disability, information and consulting services, aid and assistance for asylum seekers, and support services for travel via public transportation, to name just a few.

*Student Profile*                      Interest in social work, nursing, helping people in need, refugee aid, working through the church, and working with people in need.

*Hours*                                      130 hours per semester

*Credits*                                    3 credits

*Basis of Grade*                      Job performance and final written assignment

*More Information*                      [Caritas](#)

### Diakonieladen Brot & Salz

The store Brot & Salz is run by the Protestant Church in Heidelberg. It is a store for people with limited financial means and offers food, clothing, and other household items for a cheaper price. The items

they sell have usually been donated by surrounding grocery stores and any profits the store makes pay for the upkeep of the store.

<i>Responsibilities</i>	Students will be involved with running the store, which includes accepting and arranging donations, working behind the counter and at the storefront, as well as assisting customers with their purchases.
<i>Student Profile</i>	Interested in social work, working through the church, community outreach, storefront management and working with the poor.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits
<i>Basis of Grade</i>	Job performance and final written assignment
<i>More Information</i>	<a href="#">Diakonieladen Brot &amp; Salz</a>

## **Internships in IT**

### **SAP**

SAP is one of the world's leading providers of software for managing business processes. The solutions developed by SAP enable effective data processing and a comprehensive flow of information. Their headquarters are located just outside of Heidelberg.

<i>Responsibilities</i>	Responsibilities will vary depending on the student's prior experience. Students can be involved with the management of the software, including learning how to use tech writing tools and implementing changes provided by the technical writers. They can also be involved with other projects, such as assisting with the creation of instructional videos on how to use SAP software. Specific responsibilities will be determined after approval of the internship.
<i>Student Profile</i>	Background in IT, software design or software development.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits
<i>Basis of Grade</i>	Job performance and final written assignment
<i>More Information</i>	<a href="#">SAP</a>

### **EARLZ Crossmedia**

EARLZ is an advertising agency in Heidelberg for websites, marketing, and design. They master all forms of modern, integrated communication with a variety of medias. They assist businesses with everything from promotional materials and visual design to websites and social media.



<i>Responsibilities</i>	Students will be directly involved with client orders and projects. Responsibilities will vary depending on what tasks are at hand, but students will be integrated into the team and work closely together with the staff.
<i>Student Profile</i>	Interest in design, marketing, photography and videography, social media, graphic design and website design.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits
<i>Basis of Grade</i>	Job performance and final written assignment
<i>More Information</i>	<a href="#">EARLZ Crossmedia</a>

## **Internships in Environmentalism**

### **ForstBW**

ForstBW is the largest forestry company in the state of Baden-Württemberg and manages more than 300,000 hectares of state forest. Their goal is to work in an ecologically exemplary, socially balanced, and economically successful manner. Sustainability is at the foundation of everything they do.

<i>Responsibilities</i>	Students will shadow foresters and employees, taking care of work that needs to be done in the field. This includes walk-throughs, logging, managing the health of the forest and working on the overall conservation of the forest and its inhabitants.
<i>Student Profile</i>	Interest in forestry, land management, environmentalism, sustainability, conservation and in working in the field.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits
<i>Basis of Grade</i>	Job performance and final written assignment
<i>More Information</i>	<a href="#">ForstBW</a>

### **Heidelberg Center for the Environment (HCE)**

The HCE is a teaching institution of the University of Heidelberg. The HCE has an interdisciplinary approach to providing academic solutions to existential challenges and ecological effects of natural, technological, and societal changes on humans. Their main fields of research include biodiversity, water, energy, sustainability, bioeconomy, climate culture interactions, climate engineering, health and the environment, and the environment and society.

<i>Responsibilities</i>	Students will work with professors and researchers in the field of their interest. They will be involved with research projects as well as events going on at the Center.
<i>Student Profile</i>	Interest in environmental sciences, sociology, geography, geosciences, biology, climate research, and in doing research for a university.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits
<i>Basis of Grade</i>	Job performance and final written assignment
<i>More Information</i>	<a href="#">Heidelberg Center for the Environment</a>

## Ökostadt Rhein-Neckar e.V.

The Ökostadt Rhein-Neckar e.V. is an association that offers and initiates measures for living and thinking more sustainably. They work very closely with the population of the Rhein-Neckar area and host educational activities, such as excursion to highlight the beauty of nature and the impact of the climate crisis, or lectures on implementing sustainable practices in everyday life. They do also have several projects, like a repair café, where people can bring their broken belongings to fix them instead of throwing them away, as well as a bike rental and carsharing.

<i>Responsibilities</i>	Responsibilities will vary, depending on a student's interest and their skill set, but will include planning and running events as well as shadowing staff.
<i>Student Profile</i>	Interest in environmental sciences and sustainability, as well as outreach and event management.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 Credits
<i>Basis of grade</i>	Job performance and final written assignment
<i>More information</i>	<a href="#">Ökostadt Rhein-Neckar e.V.</a>

## **Internships in History**

### Universitätsarchiv

The University of Heidelberg Archives are dedicated to the preservation of documents concerning the essential aspects of the history of the University and encompass roughly 5 000 meters of documents, which date back to the founding of the University in 1386.

<i>Responsibilities</i>	Students will be involved with the maintenance, storage, and preservation of the documents. They will do archival research and can develop their
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own research projects. Students will be integrated into the daily business of the archives, which can include staffing of the information desk and the reading room.

<i>Student Profile</i>	Interest in history, archival research, library science and museum work.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits
<i>Basis of Grade</i>	Job performance and final written assignment
<i>More Information</i>	<a href="#">Universitätsarchiv</a>

### Friedrich-Ebert Gedenkstätte

The Friedrich Ebert House is dedicated to Friedrich Ebert, the first president of the Weimar Republic. At the heart of the Friedrich Ebert House is the small apartment in which Friedrich Ebert was born in 1871. The rest of the house has been turned into a museum, with the aim of preserving the memory of Friedrich Ebert as the first democratic head of state in German history, and to provide an understanding of the German history of that time.

<i>Responsibilities</i>	Students will be able to work in the archives and do research for publications. They will assist in preparing exhibitions and giving tours. Additionally, students participate in public events at the Gedenkstätte and help with community outreach.
<i>Student Profile</i>	Interest in history, museums, archival work, education, public outreach, networking, and in working as a tour guide.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits
<i>Basis of Grade</i>	Job performance and final written assignment
<i>More Information</i>	<a href="#">Friedrich-Ebert Gedenkstätte</a>

### Mark Twain Center

The Mark Twain Center for Transatlantic Relations in Heidelberg combines exploration of the past with cultural and academic perspectives. Its goal is to promote the German-American dialogue around important issues for the future. The Mark Twain Center was established after the US military forces left Heidelberg and is located in one of the buildings of the former military base.

<i>Responsibilities</i>	Students will be involved with archival work and historical research, as well as planning visits for groups and preparing presentations. Given the students' backgrounds, they will be involved with contributing and creating exhibits in the Center.
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<i>Student Profile</i>	Interest in history, museums, archival work, public outreach, working as a tour guide, education, and working with groups of visitors and children.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits
<i>Basis of Grade</i>	Job performance and final written assignment
<i>More Information</i>	<a href="#">Mark Twain Center</a>

## Praktikum an einem Museum in Heidelberg

There are a number of museums in Heidelberg and Mannheim with unique and interesting exhibits. Students interested in doing an internship at a museum should inform themselves and see which museum suits them best.

<i>Responsibilities</i>	Student responsibilities depend on the museum the students choose. Responsibilities can include archival work and historical research, working on exhibits, and giving tours of the museum.
<i>Student Profile</i>	Interest in history, museums, archival work, education and working as a tour guide.
<i>Hours</i>	130 hours per semester
<i>Credits</i>	3 credits
<i>Basis of Grade</i>	Job performance and final written assignment
<i>More Information</i>	<a href="#">Kurpfälzisches Museum Heidelberg</a> , <a href="#">Kunsthalle Mannheim</a> <a href="#">Dokumentations- und Kulturzentrum Deutscher Sinti und Roma</a>

## **Internships in Healthcare**

### Psychologische Beratungsstelle

The Psychologische Beratungsstelle is a psychological counseling center in Heidelberg. They aid patients in their search for a therapist by giving an initial psychological evaluation and then discussing as a team what therapy method would be the best for that patient.

<i>Responsibilities</i>	Students will take part in the weekly team meetings, work at the reception desk and sit in on sessions with patients.
<i>Student Profile</i>	Because of the nature of the work, a high level of German proficiency is recommended. Students should be interested in psychological counseling, psychology and learning about running a doctor's office.
<i>Hours</i>	130 hours, minimum of 6 months
<i>Credits</i>	3 credits

*Basis of Grade* Job performance and final written assignment

*More Information* [Psychologische Beratungsstelle](#)

## **Other Internship Opportunities**

### **Klosterhof Brauerei**

The Klosterhof Brauerei is a brewery located in what used to be the stables of the nearby monastery. After significant renovations, the brewery opened its doors in 2009 and has brewed local and organic beers ever since. The beers they brew depend on the season, meaning their brewing process changes every few months.

*Responsibilities* Students will learn about the brewing process and techniques, especially the strict laws regarding brewing in Germany. They assist the licensed brewers in brewing and help fill and label the finished product.

*Student Profile* Interest in sustainable and organic production, brewing and experiencing the environment of running a small business.

*Hours* 130 hours per semester

*Credits* 3 credits

*Basis of Grade* Job performance and final written assignment

*More Information* [Klosterhof Brauerei](#)

### **Sportkreis Heidelberg**

The Sportkreis Heidelberg e.V. represents the interests of sport clubs in Heidelberg on a multidisciplinary level. They assist the various sport clubs with general management and event planning. Aside from supporting the sport clubs in Heidelberg, they also organize their own events, which focus on community outreach and involvement. In particular, they focus on engaging school children and exposing them to different sports.

*Responsibilities* Students will be involved with managerial work and help with the bureaucratic aspects of supporting the sport clubs. Additionally, students will be asked to help and participate in on-going events, which includes teaching the participants about various sports.

*Student Profile* Experience playing sports, either on a team or individually. Interest in working with children, physical education, community outreach and engagement, childhood development, sports, and sport management.

*Hours* 130 hours per semester

*Credits* 3 credits

*Basis of Grade* Job performance and final written assignment

*More Information* [Sportkreis Heidelberg](#)

## Praktikum bei einem Heidelberger Sportverein

Unlike in the US, you do not play sports for your school or university in Germany. Instead, you play for a sport club, of which there are several in Heidelberg. Each club offers different sports depending on what their focus and what the demand is. Common sports in Heidelberg are basketball, soccer, handball, gymnastics, and rugby, but there are also clubs that offer lacrosse, swimming, rowing, and several other sports.

*Responsibilities* Responsibilities will vary strongly depending on which sport club and sport the students choose, as well as their experience with that sport. Generally, students will be directly involved with the teams as assistant coaches and assist with any extra events the sport clubs organize.

*Student Profile* Experience playing and coaching sports, either on a team or individually. Interest in sports, working with children and sports management.

*Hours* 130 hours per semester

*Credits* 3 credits

*Basis of Grade* Job performance and final written assignment

*More Information* Some clubs in Heidelberg are the [USC Heidelberg](#), [SGK Heidelberg](#), [SV Nikar](#), and [TSG Ziegelhausen](#). To look up a specific sport in Heidelberg click [here](#).

## Praktikum bei der Stadtverwaltung Heidelberg

Heidelberg's city administration is divided into several departments, such as the department of transportation, the department for diversity, and the department for cultural and creative industries. They all offer internships throughout the year and will give insight into the administrative aspects of running the city of Heidelberg.

*Responsibilities* Responsibilities will vary depending on the chosen department. Most internships will familiarize students with administration and management of the department, as well as other jobs such as community outreach and event management.

*Student Profile* Interest in administration, politics, city governance, representation, community development, urban planning, and public outreach.

*Hours* 130 hours per semester

*Credits* 3 credits

*Basis of Grade*

Job performance and final written assignment

*More Information*

You can find a list of Heidelberg's administrative departments [here](#).