Bard College Berlin
A LIBERAL ARTS UNIVERSITY

Bard College Berlin Internship Program

Program Overview

Bard College Berlin offers students a chance to participate in an extraordinary learning experience that includes an internship position with a local organization or individual in Berlin. The program also includes an internship seminar that helps students contextualize and critically reflect on their internships as well as on contemporary ways of living and working in Berlin and beyond. Students are paired with an internship host that best matches the student's interests with the host's needs.

Academic credit is earned through the combination of the internship and full participation in an internship course at BCB taught by Prof. Dr. Agata Lisiak, Florian Duijsens, and Dr. Clio Nicastro.

Internship Expectations and Benefits

As an internship host, you welcome a young, enthusiastic, and committed student as a support for the existing staff and benefit the student's education and future career.

Typically, the work undertaken during the internship may include, but is not limited to, the following types of activities: research, writing and editing, event planning, administrative and clerical support, all related to the mission of the host.

The (un)paid internship should preferably have a duration of three months in the academic semester (between September and mid-December in the fall semester, between January and mid-May in the spring semester). Due to minimum wage law regulations, an unpaid, voluntary internship cannot be longer than three months.

The intern is required to work for 10 to 13 hours per week under the guidance of a supervisor. For these working hours, the student keeps time sheets that are signed by the internship mentor at regular intervals. The internship host commits to providing a workspace and a safe working environment for the intern.

To ensure the best internship experience for both parties, we ask mentors to complete a brief midpoint check-in form during week 6 of the internship. If you have any questions or concerns about your intern at any other point, please let us know at internship-placements@berlin.bard.edu.

Students' Responsibilities

It is expected that students who participate in the internship program will:

- Spend the required minimum of 10 hours per week working at their internship
- Work proactively with their internship mentor to set internship goals, identify work projects and priorities, and to problem-solve along the journey
- Complete all assigned internship tasks on a timely basis and communicate any questions or concerns to the internship mentor or to the Internship Program team
- Regularly reflect on their internship experience, both inside and outside of the classroom; keep an internship journal and share it with the internship course instructor
- Sensitively balance their own personal needs, expectations, and learning objectives with the needs, interests, and expectations of the internship host organization, and mentor

For questions prior to or during the internship, please contact internship-placements@berlin.bard.edu
Additional Internship Program contacts:

Dr. Clio Nicastro Internship Coordinator E: c.nicastro@berlin.bard.edu	**Prof. Dr. Agata Lisiak** Academic Director of the Internship Program E: a.lisiak@berlin.bard.edu	**Gretchen McCarthy** Career Services and Internship Network Coordinator E: g.mccarthy@berlin.bard.edu