

# Guidelines for the Internship in North American Studies

As of: February 2021

## **How to use this guideline**

The module “Research & Internship” aims at disclosing perspectives for future careers and to establish a professional network and practical experiences. Internships and research activities should cover a period of at least four weeks, but can be broken up into smaller units. Internships should be conducted in areas of work related to a student’s individual career plans.

The following guidelines give an overview of some possible companies and institutes where internships are possible. They are primarily situated in and around Hannover.

Obviously, these are only suggestions. You can apply to other companies independently or combine your internship with a stay abroad. You may also apply for a scholarship to help fund a stay abroad. Please be sure to contact Prof. Mayer about your internship or research plans.

The organizations and companies listed below are categorized by their field. For each company, you will find an address, telephone number, e-mail address and, if applicable, some additional information about the range of the internship itself. If not stated differently, the e-mail addresses listed underneath each company should be used to contact them for an internship.

For each company, you will also find some information about the expectations they have for the possible internship. If there is no additional information about the duration of the internship, you can be an intern there for the minimum time of four weeks (as is required for the module). However, some companies only take in interns for a longer duration. Additionally, you will find information about the language requirements for some internships. If the companies are able to take interns during the pandemic, this will be stated as well.

### **Translation offices:**

An internship in a translation office allows you to apply what you have learned in your English studies, while simultaneously allowing you to expand your skills in the field of translation. The institutions listed here deal with both simultaneous translation at conferences and the translation of documents that need to be notarized, such as diplomas, birth certificates, or contracts.

### ■ **Lingua-World**

Address: Podbielskistraße 333, 30659 Hannover

Phone: 0511 5406404 // 0221 9410314

Person to contact: Tobias Hengstler

E-Mail: [t.hengstler@lingua-world.de](mailto:t.hengstler@lingua-world.de)

Website: <https://www.lingua-world.de/unternehmen/bueros/uebersetzungsbuerohannover.htm>

Requirements: advanced German and English skills

! Internships primarily available in Cologne and Frankfurt (possible to do internships via home office from Hannover as well).

### ■ **Seelhorst & Partner Dolmetscher und Übersetzer**

Address: Wedekindplatz 3, 30161 Hannover

Phone: 0511 623001

Person to contact: Hans Seelhorst

E-Mail: [personal@multilingua.de](mailto:personal@multilingua.de)

Website: [www.multilingua.de](http://www.multilingua.de)

Requirements: advanced German and English skills

### ■ **Berlin Translate**

Address: Jablonskistr. 25, 10405 Berlin

Phone: 030 81455277

E-Mail: [info@berlin-translate.de](mailto:info@berlin-translate.de)

Website: <https://en.berlin-translate.de/online-internship/>

Requirements: advanced German and English skills (other foreign language skills are an asset)

! This is an online internship with a fixed daily workload that you can do from your own home. For more info, visit the website.

## **Educational Institutes:**

Some daycare centers and kindergartens in Hannover offer English for children. An internship in this area is especially interesting for profiling in the field of education.

■ **Teeny Weenies Krippe (daycare center)**

Address: Rue de Gent 2, 30539 Hannover

Phone: 0511 30069888

E-Mail: [info@teeny-weenies.de](mailto:info@teeny-weenies.de)

Website: <https://teeny-weenies.kiga-krippe.de/>

Requirements: being able to understand German / English skills

! Since the children will talk in German, a basic knowledge of the language is necessary. However, interns can answer and communicate in English.

■ **Teeny Weenies Kindergarten**

Address: Boulevard der EU 4, 30539 Hannover

Phone: 0511 30069887

Person to contact: Ms. Müller

E-Mail: [info@teeny-weenies.de](mailto:info@teeny-weenies.de)

Website: <https://teeny-weenies.kiga-krippe.de/>

Requirements: being able to understand German / English skills

! Since the children will talk in German, a basic knowledge is necessary. However, interns can answer and communicate in English.

! Internships available from: July 2021

## **Tourism**

■ **Hannover Marketing und Tourismus GmbH**

Address: Vahrenwalder Straße 7, 30165 Hannover

Phone: 0511 16849739

Person to contact: Ms. Rollke

E-Mail: [personal@hannover-tourismus.de](mailto:personal@hannover-tourismus.de)

Requirements: advanced German skills

Minimum duration of internship: 3 months

! Hannover Marketing und Tourismus GmbH is a seasonal business. Therefore, internships are available from the beginning of March until the end of October every year. However, they cannot take in interns during the pandemic.

The main office of Hannover Marketing und Tourismus GmbH is the tourist information center at the main train station (Hauptbahnhof). There, travelers can obtain information and street maps in various languages, obtain information about the city and buy souvenirs. Other tasks include guided tours of the city (also in English), the sale of tickets for events, and hotel bookings.

## **Media Industry**

The regional media landscape offers students a wide range of opportunities to implement the skills they have learned in their studies, especially the writing of texts in German and/or English or the reflective use of media such as print and television.

### ■ **H1 – Fernsehen aus Hannover**

Address: Landschaftsstraße 7, 30159 Hannover

Phone: 0511 367010

E-Mail: [bewerbung@h-eins.tv](mailto:bewerbung@h-eins.tv)

Website: <https://h-eins.tv/>

Requirements: advanced German skills

Minimum duration of internship: 3 months

! At H1, internships are only possible in the editorial department.

H1 is the tv station for the Hannover region. The state capital is also at the forefront of the program, as the station reports on events from everyday political, social, and cultural life in the Hannover region. H1 is a volunteer-produced citizens' station that gives clubs, institutions, individuals, and editorial groups the opportunity to present their concerns to the public.

### ■ **RTL Nord Hannover GmbH**

Address: Stiftstraße 2, 30159 Hannover

Phone: 0511 169918401

Person to contact: Vivien Burgdorff

E-Mail: [jobnord@rtl.de](mailto:jobnord@rtl.de)

Website: <https://www.rtl.de/cms/deine-karriere-bei-rtl-nord-jobs-volontariatausbildung-und-praktikum-4602438.html>

Requirements: advanced German skills

! RTL Nord GmbH only takes in interns who have to complete a mandatory internship as part of their studies. Make sure to include this fact in your application.

■ **Sat.1 Norddeutschland GmbH, Landesstudio Hannover**

Address: Goseriede 9, 30159 Hannover

Phone: 0511 12123455

Person to contact: Stefanie Barloh

E-Mail: [Stefanie.barloh@sat1.de](mailto:Stefanie.barloh@sat1.de)

Website: <https://www.sat1regional.de/jobs/>

Requirements: advanced German skills

! Sat.1 Norddeutschland has many locations in different cities in northern Germany.

Visit their website to see current internship offers.

■ **FFN Hannover**

Address: Stiftstraße 8, 30159 Hannover

Phone: 0800 5295555

E-Mail: [radio@ffn.de](mailto:radio@ffn.de)

Website: <https://www.ffn.de/ffn/jobs-bei-ffn/>

Requirements: advanced German skills

! FFN is not offering any internships during the pandemic.

Radio FFN is a private radio station in Lower Saxony, which features the music genre Adult Contemporary. The program consists of 30% spoken word and 70% music, with the spoken word portion consisting not only of news, but also of comedy.

■ **NDR Niedersachsen – Hannover**

Address: Rudolf-von-Benningsen-Ufer 22, 30169 Hannover

Phone: 0511 880099

Requirements: German skills recommended

Website: [https://www.ndr.de/der\\_ndr/karriere/praktikum/Journalistisches-Praktikum-Niedersachsen,praktikum296.html#](https://www.ndr.de/der_ndr/karriere/praktikum/Journalistisches-Praktikum-Niedersachsen,praktikum296.html#)

! Applications can be sent directly from the website.

! Since the demand for internships at NDR is very high, it is recommended to apply as early as possible, i.e. between one and one and a half years prior to the desired start of the internship.

Norddeutscher Rundfunk (NDR) is the state broadcasting corporation for the states of Hamburg, Bremen, Lower Saxony, Mecklenburg-Vorpommern, and Schleswig-Holstein. Hannover is home to Lower Saxony's state broadcasting center for radio and television, where the regional programming for Lower Saxony is created. Programs like *Hallo Niedersachsen* are filmed there. The studios of NDR1 are also located in Hannover.

## Language Travel Agencies

The following contacts are organizations that organize or carry out stays abroad for pupils and students. An internship in this area develops competencies in event planning, education and in the areas of consulting and customer contact.

### ■ Hochschulbüro für Internationales, Leibniz Universität Hannover

Address: Welfengarten 1a, 30167 Hannover

Phone: 0511 7622548

E-Mail: [internationaloffice@zuv.uni-hannover.de](mailto:internationaloffice@zuv.uni-hannover.de)

Requirements: advanced German and/or English skills

Minimum duration of internship: 6 weeks

The University Office of International Affairs can be divided into three different areas: Incoming, Outgoing, and Finance. Incoming students and those going abroad are assigned to a contact person specialized in the destination country. The countries are divided into the following groups: Latin America, Europe (ERASMUS), Asia, Middle East, North America, and Oceania. Furthermore, there are employees who are not assigned to any group, but are responsible for faculty exchanges.

### ■ Panke Sprachreisen

Address: Sereetzer Weg 20, 23626 Ratekau

E-Mail: [info@panke-sprachreisen.de](mailto:info@panke-sprachreisen.de)

Website: <https://www.panke-sprachreisen.de/informationen/jobs/praktikant/>

Requirements: advanced English skills

Minimum duration of internship: 4 weeks

! Due to high demand, it is recommended to apply as early as possible.

Panke organizes language travels to England and has its own language school in Bournemouth and another one in Portsmouth. It also offers language courses in Malta's capital Valetta. The organization is regularly looking for tutors with a good command of English who enjoy working with young people.

#### ■ **TASTE the world!**

Address: Kurt-Schumacher-Straße 30, 30159 Hannover

Phone: 0511 329977

E-Mail: [info@tastenet.de](mailto:info@tastenet.de)

Website: <https://tastenet.de/>

Requirements: German and English skills // already stayed abroad (ideally a student exchange year at a High School)

## **Public Relations**

An internship in the PR field enables students to acquire skills in the field of public relations and press work and to further develop their technical language skills.

#### ■ **ContiTech**

Address: Vahrenwalder Straße 9, 30165 Hannover

Phone: 0511 93802

E-Mail: [mailservice@contitech.de](mailto:mailservice@contitech.de)

Minimum duration of internship: 3 to 6 months Website:

[https://www.continentaljobs.com/index.php?ac=search\\_result&search\\_criterion\\_entry\\_level%5B%5D=4&search\\_criterion\\_entry\\_level%5B%5D=5&search\\_criterion\\_entry\\_level%5B%5D=6&search\\_criterion\\_language%5B%5D=DE&search\\_criterion\\_channel%5B%5D=12&language=1](https://www.continentaljobs.com/index.php?ac=search_result&search_criterion_entry_level%5B%5D=4&search_criterion_entry_level%5B%5D=5&search_criterion_entry_level%5B%5D=6&search_criterion_language%5B%5D=DE&search_criterion_channel%5B%5D=12&language=1)

Requirements: advanced English skills

! Click on the website to see current internship offers from Continental.

ContiTech is part of Continental and a global company responsible for rubber and plastics technology. Conti employs over 240,000 people and offers interns with good



English skills the opportunity to put them to the test in the field of public relations or translation.

■ **Kaus Media Services**

Address: Sophienstraße 6, 30159 Hannover

Phone: 0511 8998900

E-Mail: [akaus@kaus.net](mailto:akaus@kaus.net)

Website: <http://www.kaus.net>

KAUS MEDIA SERVICES is a full-service public relations and creative sales and marketing company specializing in the tourism and entertainment industry.

■ **Aufgesang Public Relations GmbH**

Address: Braunstraße 6A, 30169 Hannover

Phone: 0511 9239990

Website: <https://aufgesang-public-relations.business.site>

Requirements: advanced English skills E-Mail:

[kontakt@aufgesang.de](mailto:kontakt@aufgesang.de)

The Aufgesang agency group specializes in integrated online communication. They combine elements from PR, content marketing, SEO and SEA in their daily work

■ **Gosign GmbH Hamburg**

Address: Langenfelder Damm 67, 22525 Hamburg

Phone: 040 609407940

E-Mail: [resultate@gosign.de](mailto:resultate@gosign.de)

Website: <https://www.gosign.de/en/>

! No internships available during the pandemic.

Gosign is a digital agency that specializes in online communication and sales strategies.

■ **Mattr's Hamburg**

Address: Rothenbaumchaussee 79, 20148 Hamburg

Phone: 040 30093453

E-Mail: [info@letsmattr.de](mailto:info@letsmattr.de)

Website: [www.letsmattr.de](http://www.letsmattr.de)

Mattr is an agency for marketing, communication, and design. They develop sustainable brand strategies and offer customer consultations.

#### ■ **Artventure Public Relations**

Address: Gertigstraße 20, 22303 Hamburg

E-Mail: [kontakt@artventure-pr.com](mailto:kontakt@artventure-pr.com)

Website: [www.artventure-pr.com](http://www.artventure-pr.com)

Requirements: advanced English and/or German skills

## **Publishing**

The study of literature and linguistics offers students the ideal prerequisite for entering the world of publishing.

#### ■ **MD Media Publishing**

Address: Reichsbahnstraße 96, 22525 Hamburg

Phone: 040 8537630

E-Mail: [distribution@media-germany.de](mailto:distribution@media-germany.de) Person

to contact: Jessica Thomas

MD Media is specialized in national and international distribution of magazines and parcels using national and international delivery partners.

#### ■ **MOKA Publishing**

Address: Grindelhof 62, 20146 Hamburg

Phone: 01724089895

E-Mail: [hallo@moka-publishing.com](mailto:hallo@moka-publishing.com)

Website: <https://www.moka-publishing.com>

MOKA is a book magazine. It is published in analog and digital form with more than 100 new publications, travel tips, author interviews, and portraits every March, July,

and October – for everyone who likes to immerse themselves in stories, travels with curiosity, enjoys cooking, thinks sustainably, and much more.

■ **Corporate Publishing Hoffmann**

Address: Heimweg 4, 20148 Hamburg

Phone: 040 371000

E-Mail: [hoffmann@cp-hoffmann.de](mailto:hoffmann@cp-hoffmann.de)

Website: <http://cp-hoffmann.de>

Requirements: advanced German skills

■ **Bedey & Thoms Media**

Address: Hermannstal 199 k, 22119 Hamburg

Phone: 040 6559920

E-Mail: [info@bedey-media.de](mailto:info@bedey-media.de)

Website: <https://bedey-media.de>

Requirements: advanced German skills

Bedey and Thoms Media GmbH is a publishing group based in Hamburg and Frankfurt. Founded in 1996, it has been home to seventeen publishing brands with different publishing focuses since the beginning of 2020. It is home to fiction imprints. In addition, the publishing group includes the divisions of literary studies, reprints, trade books, science, and publishing services.

## **Advertising Firms**

The advertising industry is rich in variety. Each project is unique and requires creativity. An internship with an advertising firm, gives students the opportunity to try themselves out in that field.

■ **Maxblue Performance-Marketing-Agentur**

Address: Geibelstraße 72, 30173 Hannover

Phone: 0511 78742399

E-Mail: [info@agentur-maxblue.de](mailto:info@agentur-maxblue.de)

Website: <https://www.agentur-maxblue.de>

! Earliest possible internship: March 2021

Maxblue Performance Marketing helps its customers to build a strong brand, tap into new audiences, and turn prospects into new customers.

■ **exPReSS new.media**

Address: Schwarzer Bär 4, 30449 Hannover

Phone: 0170 2765043

E-Mail: [k.banik@expressnewmedia.de](mailto:k.banik@expressnewmedia.de)

Website: <https://www.expressnewmedia.de>

Requirements: advanced German skills

■ **bluehouse**

Address: Große Barlinge 70c, 30171 Hannover

Phone: 0511 39089560

E-Mail: [hallo@bluehouse.de](mailto:hallo@bluehouse.de)

Website: <http://www.bluehouse.de/>

Requirements: advanced German skills

## **Event Management**

Organizing events of various kinds is an important competence to be acquired in the course of studies. The following organizations offer students the opportunity to deepen these skills.

■ **Kulturbüro Hannover**

E-Mail: [international-kulturarbeit@hannover-stadt.de](mailto:international-kulturarbeit@hannover-stadt.de)

Requirements: advanced skills in at least one of the following languages:

English, French, German, Turkish

Minimum duration of internship: 6 to 8 weeks

! No internships available in 2021

Hannover's Cultural Office promotes the arts and culture in the city of Hannover, for example by providing grants to museums, theater groups, music clubs, and similar institutions. It also organizes its own events. The international cultural work, which is particularly aimed at artistic and cultural education of children, can be of special interest to students of North American Studies.

■ **Literaturhaus St. Jakobi Hildesheim**

E-Mail: [literaturhaus@stjakobi.de](mailto:literaturhaus@stjakobi.de)

Requirements: German skills

Minimum duration of internship: 6 weeks

! Since events take place in the late evening, it is possible to have working hours until around 11pm.

Each season, a curated annual program is composed around a theme. Scenic readings, word installations, workshop discussions, collaborative writing, storytelling evenings, and many other literary formats take place here.