

My internship at the Haifa Center for German and European Studies and at the Bucerius Institute

The opportunity to complete this five months internship at two institutes at the same time created the possibility to get an insight in both of them and therefore to personally profit from both.

My daily working day was separated into three parts:

- The language course: 1.5 hours a day in the morning hours (provided by the institutes)
- The internship: 5 hours a day
- Time for homework and leisure

The offices of the institutes are next to each other on the campus of the University of Haifa. Also the language course took part on the campus. Everything was reachable by foot.

I enjoyed working with both administrative directors and the staff of the institutes. Everybody was cooperative, helpful and also flexible with arrangements considering for example working hours.

At the Haifa Center for German and European Studies the interns had two main tasks: First, the preparation of the weekly lectures and secondly legwork in administration. I prepared poster to promote the lectures and was also on site for a smooth running of the event. On the other side, I supported in administrative matters: Writing newsletters, contacting clients or preparing German lessons. In the spring semester we organized an additional two-day event called *Europe Day*. It consisted of a conference of high ranking professors, politicians and members of international organizations. Beside the conference we opened a market to give the European Embassies and Institutes the possibility to present themselves to the public. I supported the organization of this market. It was a challenging task and I learned a lot about the way to organize an event in Israel.

At the Bucerius Institute I mostly supported administratively. In addition to that we also hosted lectures for interesting presentations. It was also possible to assist a scholarship holder of the institute. This part was a real pleasure for me, especially because it was exactly the field of work I was into in my studies of Judaism. I got also the opportunity (I unfortunately didn't take it) to present my own work to the public.

The collaboration was a pleasure and I would recommend the internship to everybody who's studies are related to the fields of work, to everybody who wants to get an inside of how cooperation and business works in Israel and to everybody who is interested in an academic language course.

Thanks for the great time and to everyone who made it possible.

Miriam