



**International Cooperative Education**

Günter Seefeldt, Ph.D.

15 Spiros Way • Menlo Park, California 94025 USA

Tel. (650) 323-4944 • Fax: (650) 323-1104

E-mail: [info@icemenlo.com](mailto:info@icemenlo.com) • Internet: [www.icemenlo.com](http://www.icemenlo.com)

## **ICE SUMMER INTERNSHIP PROGRAM APPLICATION**

Thank you for your interest in International Cooperative Education (ICE) and our Summer Internship Program. We are looking forward to offering you the experience of a lifetime.

This application should be prepared by the student intending to participate in the program. Please address each item on the checklist below.

ICE will contact you to set up an interview upon receiving your completed application.

The application must be typed, all fields completed, and signed. You may type directly into this form on the computer using Internet Explorer, and you can print out the filled-in form. However, most computer users will not be able to save the filled-in application form, just print it out, unless you own the full version of Adobe Acrobat. Use the tab key (or click) to move from field to field.

The goal of the ICE program is immersion in the culture of a different country, which is best achieved with a minimum of contact with home. Our program is suitable for people who are used to functioning independently and will not become homesick. It is recommended for people who have already spent protracted periods of time living away from home, such as in a dormitory or apartment. You need to be self-sufficient for food, laundry, shopping, daily transportation, etc. Unlike the college environment, you will be unable to maintain constant contact via cell phone, email and texting.

Generally, employers do not tolerate texting, personal emails, or web surfing during work hours. High-speed internet is usually not available in your apartment or rented room, even in developed countries. If you intern in a developing country, internet access, cell phone and text messaging will probably not be available during your entire stay, unless you travel to a large city.

## **APPLICATION CHECKLIST**

Please make sure that you submit the following:

- Submit the completed “Program Application” form, signed and dated
- Submit the completed “Agreement and Release of Liability” form, signed and dated
- Submit the completed “Arbitration of Disputes” form, signed and dated
- Make a copy of all pages of the completed application before sending them in.
- Include non-refundable US\$ 250 application fee with submitted application, in the form of a money order or check payable to ICE.
- If you are a student, include a copy of your current student identification card (ID). Make sure all information is legible. Enlarge it if you need to, to make it readable.
- Include a copy of your passport’s information page with the application. Make sure all information is legible. Enlarge it if you need to, to make it readable. If your signature and/or photo appear on different pages, send copies of those pages also. If you are not a US citizen or US permanent resident, also send a photocopy of the page showing your US visa.
- If you don’t already have a passport, apply for a passport immediately. Your passport must be valid for at least six months after your planned return date – if not, renew your passport immediately. Once you receive your new or renewed passport, email copies of the required pages to ICE.
- Include six (6) 2” x 2” passport-size photos, signed on the back. Photos must be professional in appearance: men should wear shirt, tie and jacket; women should wear a white blouse.
- Mail all completed materials to: Dr. Gunter Seefeldt, 15 Spiros Way, Menlo Park, California 94025-5935, USA



# INTERNATIONAL COOPERATIVE EDUCATION

15 Spiros Way · Menlo Park · California · 94025  
Tel: (650) 323-4944 · Fax: (650) 323-1104 · E-mail: info@icemenlo.com  
www.icemenlo.com

## ICE PROGRAM APPLICATION

(Application must be typed)

### PHOTOS HERE

Attach, with a paperclip, six (6) passport-size (2" x 2") professional-looking photos

### PERSONAL INFORMATION – PERMANENT ADDRESS

Full Name \_\_\_\_\_

First Middle Last

Street \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel ( ) \_\_\_\_\_ Email \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_ Birthplace \_\_\_\_\_

Month/Day/Year

City and State

Citizenship \_\_\_\_\_ Passport number \_\_\_\_\_

Drivers license number \_\_\_\_\_ State issued \_\_\_\_\_

Country of interest 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### PARENT OR LEGAL GUARDIAN INFORMATION

Full Name \_\_\_\_\_

First Middle Last

Occupation \_\_\_\_\_

Street \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel ( ) \_\_\_\_\_ Email \_\_\_\_\_

### STUDENT'S MAILING ADDRESS (AT SCHOOL)

Street \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel ( ) \_\_\_\_\_

Name of school \_\_\_\_\_

Present or intended major \_\_\_\_\_ Minor \_\_\_\_\_

Foreign language(s) \_\_\_\_\_

Foreign language instructor's contact information:

Name \_\_\_\_\_

Email \_\_\_\_\_ Tel ( ) \_\_\_\_\_

How many years have you studied your foreign language(s)? \_\_\_\_\_

Average grade \_\_\_\_\_ Conversational fluency: \_\_\_\_\_ Written fluency: \_\_\_\_\_



# INTERNATIONAL COOPERATIVE EDUCATION

15 Spiros Way · Menlo Park · California · 94025  
Tel: (650) 323-4944 · Fax: (650) 323-1104 · E-mail: info@icemenlo.com  
www.icemenlo.com

## WORK EXPERIENCE

Employer	Position	Duties	Location	Dates

## STUDENT AVAILABILITY

ICE programs typically start in early June and may last into September. Some programs are shorter or longer in duration. Please indicate the dates you are available.

FROM \_\_\_\_\_ TO \_\_\_\_\_

## **TERMS**

1. Prior to leaving for your internship, you must submit a **5-page paper of intent**; learn job-related vocabulary; become acquainted with current events in the US and host country; **write a letter of introduction to the employer**; write a **10-page pre-departure paper** on the host country; summarize the actual experience in a **15-page final report**, which is due by October 1.
2. If you do not perform to the satisfaction of the employer, your contract can be terminated at any time by the employer. You will then have the choice of returning to the U.S. or remaining on your own in the host country, but not as an ICE program participant.
3. If for some unforeseen circumstance the prearranged employment is withdrawn, it is your obligation to accept a reasonable secondary offer of employment if you wish to remain in the program.
4. If you have been tentatively placed and then fail to meet any of the program's requirements, ICE reserves the right to terminate your participation in the program.
5. The total fee is \$1500. \$250 of the total fee is payable with your application. This \$250 fee covers the cost of processing your application, and is non-refundable. The remaining \$1250 of the total fee is due and payable one week after ICE notifies you of your employment placement. All fees are non-refundable.
6. The ICE program is not responsible for any accident of injury incurred while you work or travel. You are required to secure appropriate travel insurance coverage for the length of your travels.
7. ICE reserves the right to use all or portions of your written reports for marketing and promotional purposes. Your foreign language grade must be "B" or better. If you fall below this, ICE reserves the right to terminate your participation in the program.
8. ICE will assist you in finding appropriate employment and housing, but beyond providing you with this service, the program assumes no other responsibilities. Travel, work visa, insurance, room and board, etc. must be contracted and settled separately by you. For some jobs, room and board are provided by the employer.
9. You must comply with all rules and regulations outlined in the pre-employment information packets, including but not limited to the above.

## **SIGNATURES**

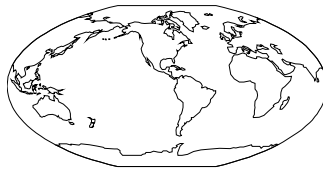
Student Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If under 18 years of age, a parent or guardian signature is required:

Parent's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **INTERNATIONAL COOPERATIVE EDUCATION**

Günter Seefeldt, Ph.D.  
15 Spiros Way  
Menlo Park, California 94025  
Tel: (650) 323-4944 Fax: (650) 323-1104  
E-mail: ICEMenlo@aol.com  
Internet: <http://www.icemenlo.com>

### **AGREEMENT AND RELEASE OF LIABILITY**

I am at least eighteen years of age and an applicant for international employment placement through the **INTERNATIONAL COOPERATIVE EDUCATION PROGRAM**. All information set forth on my application is true and correct.

I acknowledge that there are risks inherent in accepting employment abroad and working in a foreign nation under the expectations and demands of a foreign culture, laws, language, and work ethics. Among other risks, I acknowledge:

- . that I may be placed in an employment situation or given specific tasks which were not expected by me based on the description of the employment
- . that I may be terminated or otherwise released by an employer, even for reasons which are not my fault
- . that I may not be able to schedule satisfactory time off and related recreational opportunities during my employment
- . that I may suffer death or personal injury, work-related or otherwise, for which my family or I would be unable to obtain proper compensation, including the effects of toxic substances or other environmental circumstances, which could be present in a work place
- . medical and dental services available to me in the community where my employment is located may not be comparable to services in my own university or home community
- . that my skills and interests, including particular language skills or other interests, may not be fully utilized in my employment
- . that I may not get along well with my fellow employees or with my employer; that I may become discouraged or otherwise unhappy with my assignment
- . that specific employment apparently available to me at the time of my application may not be available at the time of the actual assignment
- . that I may be discriminated against or sexually harassed in an employment-related situation, or otherwise treated unfairly by an employer
- . that my employer may fail to compensate me as agreed

- . that living arrangements in the community where my work assignment is located may be unsatisfactory

**In making my application to participate in the International Cooperative Education Program I assume all risks inherent in traveling to and undertaking employment in a foreign country pursuant to the Program including, but not limited to, those referred to above.**

In consideration of this agreement with the International Cooperative Education Program to assist me in securing employment abroad and attempting to place me in such employment, hereby on behalf of myself, my heirs, assigns and personal representatives,

**I waive, release and forever discharge the International Cooperative Education Program and Günter Seefeldt, and his heirs and assigns, employees, agents, sponsors, and affiliates whatsoever from any and all liability, claim loss, cost, or expense arising from or attributable in any legal way to any action or omission to act or any such organization or person in connection with the sponsorship, organization, promotion, or other activity related to my placement for employment and my employment pursuant thereto, including travel to and from such employment, in which I may participate as an employment candidate, as an employee, between employment, or otherwise.**

I understand that the certainty of any assignment cannot be guaranteed by the International Cooperative Education program or Günter Seefeldt even after initial confirmation; given such uncertainty, travel arrangements to any particular site are sought and purchased at my own risk.

I have no physical condition, which would interfere with my ability to participate in or to work pursuant to an employment placement arranged by the International Cooperative Education Program, nor do I have a physical condition, which would be affected or aggravated by a work assignment pursuant to the Program.

I agree that the laws of the State of California shall control the validity and construction of this Agreement.

DATED: \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant

Prepared under the direction of: Esselstein, Wright, Jones & Greenberg  
Attorneys at Law, Menlo Park, California



# International Cooperative Education

## ARBITRATION OF DISPUTES

Any dispute or claim in law or equity arising out of this application and my participation in the International Cooperative Education Program or any resulting or related transaction shall be decided by neutral binding arbitration convened in San Francisco, California, in accordance with the rules of the American Arbitration Association and not by court action, except as provided by California law for judicial review of arbitration proceedings. Judgment on the award made by the arbitrator, if any, may be entered in any court having jurisdiction thereof. The losing party shall pay the arbitrator's fees.

**NOTICE: BY SIGNING BELOW, YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY SIGNING THE SPACE BELOW, YOU ARE GIVING UP YOUR JUDICIAL RIGHTS OF DISCOVERY AND APPEAL. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.**

**WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THIS "ARBITRATION OF DISPUTES" PROVISION TO NEUTRAL ARBITRATION.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
(date)

INTERNATIONAL COOPERATIVE EDUCATION

By: \_\_\_\_\_

\_\_\_\_\_  
(date)