



The Beijing Center

北京中国学中心

Internships in Beijing

TBC Internship Policy

The academic mission of The Beijing Center for Chinese Studies is to provide unique opportunities for students to more deeply encounter and engage with China. Apart from course instruction in the classroom and cultural immersion and engagement, TBC offers an academic, engaged learning course every semester: “Internship: External Experience in China”. The course is intended for students to obtain in-depth knowledge of working in China, as well as encountering and reflecting upon Chinese business and work culture and its peoples in ways that will prove enlightening and educational. At the same time, students will receive academic and professional development support from TBC to help them realize and achieve their career and academic goals.

Students can only take this course once during their study at TBC. There is no language pre-requisite for the course, however students with Chinese language ability will have a greater range of internship options at their disposal. Limited internship positions are available each semester and students will be placed according to their work experience, major and language ability.

Note: While TBC does its utmost to ensure that every applicant to the program is successfully placed into a meaningful internship position, TBC cannot guarantee placements for all students.

INTS370 Academic internship requirements

The TBC internship course, INTS370 involves significant academic work, including reading books and articles, and writing papers and reflective essays about the connections between the Chinese working world and selected topics in Chinese culture, business,

history, politics, economics, and society. The internship course is a 3 credit course, and counts towards the overall minimum of 12 credits and maximum of 19 credits that a TBC student may enroll in.

INTS370 students should expect and prepare for an academic workload similar to any other TBC course.

TBC will place students in a host organization as an intern for 10-16 hours a week, for a total minimum of 100 hours over the course of the semester. The internship is unpaid and must adhere strictly to the time limit specified (minimum 10 hours and maximum 16 hours). Requests for placements at specific institutions by students will be considered but they are not guaranteed, as placements will always depend on the student's background and skills, the host organization's need, and the results of the internship interview.

During their internship period, students are required to complete a weekly work record and collect relevant materials to document what they have done and learned. TBC faculty strongly encourage students to create an e-portfolio as a convenient and lasting way of recording their work experiences during the internship. At the end of the semester, students will submit a portfolio including all weekly records, reflections, work documentations, and a research paper on a topic relevant to the internship experience. The research paper must connect the student's internship experience to readings and research to produce a more sophisticated understanding of China.

Class meetings

Due to the time-intensive placement, the internships class will not meet for a full class period each week. Instead, at the beginning of the semester the students and faculty will work out a timetable of regular meetings and check-ins, both for the whole group and individually, taking into account all students' class and work schedules. In addition, students will be expected to present to the internship class during mid-terms and again at the end of the semester. Full information about the presentations will be available in the course syllabus.

Independently arranged internship

If students wish to enroll in the internships course based on an independently arranged internship, they must submit this plan to TBC four weeks prior to the semester. Upon receipt of detailed information about the host organization, be reviewed and formally authorized by the TBC academic administration and the faculty member supervising the course. TBC highly recommends that students considering this option communicate with TBC early, so as to ensure the placement meets TBC's requirements for an internship host organization. Students should note that interning at a location that has not been approved by the TBC academic administration is not permitted, as it is in violation of a student visa and Chinese regulations. This condition applies to the entire length of the student visa that is sponsored by TBC, including semester breaks.

Students interested in undertaking a non-credit internship in their own time should refer to TBC's separate policy for extra-curricular internships.

Compensation while on internship placement

Students should note that, under current Chinese law, persons in China on a student visa are not permitted to secure employment. Students enrolled in internships are not allowed to be paid for any services they provide during the internship. Reimbursements for legitimate work-related expenses are an exception but they must not constitute payment of any kind.