



The Beijing Center

北京中国学中心

TBC Internship Policy 2017-2018

Internships with The Beijing Center

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 prerequisite for the course**, however students with Chinese language ability access a greater range of internship choices. Limited internship positions are available each semester and students will be placed according to their work experience, major and language ability.

Note: Whilst TBC does its utmost to ensure that every applicant to the program is successfully placed, TBC cannot guarantee placements for all applicants.

GIST 370 Academic Internship course requirements (Fall/Spring and Summer)

The TBC internship course, GIST 370 involves academic work, including reading books and articles, 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 Semester student may enroll in. For Summer students, the Internship is taken together with a Chinese course for a total of 7 credits.

Full semester interns will work 10-16 hours a week, for a total *minimum* of 100 hours over the course of the semester. **Summer interns** will work 32 hours a week, for a total *minimum* of 112 hours over the course of the summer term. All internships are unpaid and must adhere strictly to the above specified hours. Requests for placements at specific institutions by students will be considered but 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 their work completed and what they have learned. This information should be uploaded to an ePortfolio that will be the major piece of assessed work for the course. The ePortfolio is a convenient and lasting way of recording their work experiences during the internship. At the end of the semester, students will submit their ePortfolio 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

Semester Program

Due to the time-intensive placement, the internship class will not meet for a full class period each week. Instead, at the beginning of the semester the students and instructor will work out a timetable of regular meetings and check-ins, taking into account all students' class and work schedules. Class attendance is compulsory.

Summer Program

Internship class will meet for a full class period each week throughout the summer term. However, some class sessions will take place over a business lunch, site visit, or other arranged off-campus activities. Class attendance is compulsory.

Independently arranged internship

If students wish to enroll in the internships course based on an independently arranged internship position, they should endeavor to submit this plan to TBC four weeks prior to the course commencing. Upon receipt of information about the host organization, the request will 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 violates the conditions of the student's visa and Chinese regulations. This condition applies to the entire length of the student visa that is sponsored by TBC, including semester breaks.

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.

Scheduling work time

It is the student's responsibility to work an adequate number of hours each week and to arrange their schedule so that no TBC classes or other TBC obligations are missed during the internship. Should another TBC class be rescheduled to clash with your internship, classes must take priority. All our internship hosts understand this directive.

Non-credit internships in Beijing

Students not enrolled in GIST 370 are strictly prohibited from interning at any organization while in China. Doing so violates Chinese law and student visa regulations and may result in dismissal from TBC and deportation from China.