



The Beijing Center

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## TBC 2900 Internship: External Experience in China Fall 2019

### **Instructor:**

Simon Koo

[s.koo@thebeijingcenter.org](mailto:s.koo@thebeijingcenter.org)

Tel: + 86 10 8415 0182

Office hours can be requested by email.

### Course Description

This course is intended for you to obtain in-depth knowledge of working in China with Chinese and international colleagues, by providing you an opportunity to work and interact with local people and organizations in Beijing. The purpose of this course is not only to gain work experience but, more importantly, to encourage you to think about and come to understand China in a deeper and more meaningful way, outside the classroom.

You will be placed in an organization as an intern for 10 to 16 hours a week and instructed by an on-site supervisor. You need to complete a weekly work record and collect relevant materials to document what you have done and learned. At the end of the semester, you will submit an online portfolio including all weekly records, work documentations (detailed requirements below) and a research and reflective paper on a topic relevant to the internship experience. The research paper must illuminate how your internship experience has given you a more sophisticated understanding of China.

### Course Goals

By the end of the semester, you will not only have developed your work experience and skills in a professional setting, applied your academic learning to the “real world,” but also have gained direct understanding about social, economic, or political issues in China as they relate to your workplace experience, through close-up observance, immersion, and reflection.

You will also be conversant in how to parlay the skills gained during your internship into your resume as well as through interviews, to benefit your future study and employment prospects. You will understand the role of business networking and building relationships, especially in China, in business.



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## Course Assessments

You will be assessed by the following criteria:

### *Attendance at Work Site (10%)*

Internship students must complete a minimum of 100 hours of work in their internship over the course of the semester. You are responsible for asking your on-site supervisor to sign your attendance sheet once a week as the attendance record at your worksite. Students are advised that internship schedules are not to take precedence over classes or other required meetings or events at TBC. Under no circumstances should a student enrolled in an internship miss TBC classes, community meetings, or compulsory events because there is a conflict with their internship work schedule. Any student who does so will face sanctions from the Office of the Director of Academics.

### *Internship-related travel*

*From time to time, interns are invited by their hosts to travel within China for their work. This is acceptable as long as the travel does not interfere with class attendance or TBC activities as per the policy above. Any travel must be reported to the course instructor and also to TBC Student Development department, as per normal TBC regulations. Internship hosts should cover all reasonable costs incurred for any work-related travel outside Beijing.*

### *Supervisor's Evaluation (25%)*

At the end of the internship, your on-site supervisor will fill out an evaluation form (provided to them by TBC) on your work and comment on your strengths and areas for improvements.

### *LinkedIn Profile, Blogs, and Internship Case Studies (10%)*

You are required to maintain an up-to-date LinkedIn profile and post weekly updates during the semester, to demonstrate a complete and systematic record of your internship experience. Your postings should demonstrate the progress of your learning during the internship; it is also an analysis and evaluation of your experience, as well as an extensive exploration on issues that interest you. You will be assessed on both the content and the presentation of your postings and we encourage you to make it visually interesting with images and other visual content. The LinkedIn profile and posts can become a very useful tool for you in the future for your own career and educational development, so bear this in mind as you craft it. **You will need to prepare and archive of post on a weekly basis, due every Friday.**

In your own time, you must attend at least two, and ideally four, events/lectures/discussions/meetings in Beijing related to business, professional development, or international relations. If you prefer, in lieu of an event, you may also schedule meetings with an individual to discuss a matter of mutual interest. Your LinkedIn posts should include brief reports on each event, including: date and location, host organization name, list of speaker(s), and your key insights or “takeaways” from the event or discussion.



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TBC will provide a list of relevant organizations, including contact details and mailing list information, to get you started. Some examples of active organizations include: The American Chamber of Commerce, The Bookworm Café, The Courtyard Institute, Viva Women's networking, and many more.

Before the end of the semester you should submit an internship case study via the following link:

[https://thebeijingcenter.formstack.com/forms/internship\\_case\\_study](https://thebeijingcenter.formstack.com/forms/internship_case_study)

Failure to do so will received a penalty of one subgrade down.

#### *Workshop assignments (15%)*

There will be a series of workshops that you are required to attend, and successful completion of the workshop requirements is an integral part of the course. The content of the workshops covers a wide range of materials that prepare you for better internship experience and for your future career ventures. Examples include writing your resume /cover letters, evaluating your supervisors, interviewing, among others. **You will only receive credits for the course if you miss no more than two workshops unexcused.**

#### *Scholarly reflective paper (25%)*

In your 1500-word paper, you should give contextual information about your host organization, map out your own objectives and summarize your work during the internship. It should answer the following questions: What are your observations about your host organization? What have you learned from this internship? Have your expectations been met? Have you achieved your personal goals? What have you contributed to the host organization? How has the internship helped your understanding of China and the Chinese people?

This research and reflective paper should also illuminate an aspect of your experience as an intern in Beijing. For example: what kinds of unexpected challenges did you face, how did you overcome them, and what do they tell you about the cross-cultural working context? How did the operational structure of the organization you worked in differ from back home, or other working experiences? What were the differences you observed in the office culture of your workplace? How did you form meaningful personal and professional relationships in the office? Was language a challenge in your placement? How did you overcome the language barrier?

The essay can be primarily reflective in nature, but you should draw on 2-4 scholarly sources to amplify your discussion and reflection. The recommended readings are good starting points, and you are welcome to discuss with the instructor about any ideas you have or any pointers you may need.



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### *Internship showcase presentation (15%)*

Close to the end of the semester, you will disseminate your internship experience in poster format, and present your journey in an open showcase forum. Your poster should give a description about your job, role(s) that you have played, and any takeaways for future interns and supervisors. When you are preparing the poster, please consult with your supervisor to ensure that no restricted information is revealed. Details about poster preparation and a PowerPoint/Keynote template will be distributed in class.

## Recommended Textbooks

The following books are highly recommended reading for this course:

- *Country Driving*, by Peter Hessler
- *Chinese Lessons: Five Classmates and the Story of the New China*, by John Pomfret
- *China's Disruptors*, by Edward Tse
- *China's Future*, by David Shambaugh
- *Where East eats West: The Street-smarts Guide to Business in China*, by Sam Goodman

These books contain accessible and interesting readings about Chinese culture, and the changes of China and its people. You are encouraged to refer to them when writing your reflective paper and get a glimpse of what the Chinese workplace may be like. A limited number of copies are available in the TBC library. **You are required to complete at least one book from the list.**

## Course Policy

Please refer to **TBC Internship Policy 2019-2020** for any non-coursework related internship policies.

## Enrollment

Students can only register this course for credit once per semester. Students must submit the application form and a resume to enroll the course. Students should also consult their home institutions about transfer of internship course credits, including any additional requirements (such as the number of work hours) before they enroll.

## Internship Placement

The course instructor will contact, review and coordinate internship placements for students according to the indicated student interests in their application forms. Student cooperation and flexibility is expected during the placement process, as fit between the qualifications of a student and the organization looking to assist. Placements are thus not guaranteed, as they will always depend on the student's background and skills, the organization's need, and the results of the internship interview.



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### Internship Agreement

An internship agreement will be signed by the course instructor, the on-site supervisor and the student before/at the beginning of the internship.

### Add/Drop

Due to the significant amount of pre-planning for the internship program, late or on-site enrolments to the course will only be considered in exceptional circumstances. A student who wishes to drop the course must notify the Director of Academics and the course instructor in writing during TBC's Add/Drop period.

### Withdrawal

A student who wishes to withdraw from the course must notify the Director of Academics and the course instructor in writing before the withdrawal deadline of TBC. Because of the special circumstances concerning the placements of students at internships, requests for withdrawals will be evaluated on an individual basis. Students who withdraw from the course shall receive a W grade on the transcript.

### Transferring to a different internship

Assignments will be given to students by their on-site supervisors based on their skills, goals as well as workplaces' needs. Students are expected to communicate with their supervisors if the assignments are not meaningful or challenging enough. If, for some reasons, the student can demonstrate a strong need to transfer to a different internship (either within the same organization or elsewhere), or if the circumstances of the internship change during the course of the semester, he/she needs to consult the course instructor and the Director of Academics.

### Attendance

The internship course follows the academic calendar of TBC. Students are responsible for having their internship supervisor sign the weekly attendance sheet. Students are also required to attend all mandatory workshops and seminars at TBC organized by the course instructor. If students cannot attend at regular hours for health or other reasons, they need to inform the on-site supervisor ahead of time and discuss make-up work options. Students need to indicate clearly on the attendance sheet if the required work hours cannot be met through either regular attendance or make-up options and inform the course instructor if the situation persists or the host organization opposes.

### Grading

You will receive one of the following letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, or F based on the result of your course assessment.

### Other considerations

Apart from the aforementioned policies, all other regulations concerning the internship course correspond with TBC academic policy.



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## Class and Workshop Schedule

With the exception of Sep 3, the class will meet every Tuesday at 7pm. Detailed topics of the class/workshop will be available later in the semester.

Internship showcase for Fall 2019 will be on November 26, 2019.