



The Beijing Center

北京中国学中心

## TBC Internship Policy 2017-2018

### Instructor

Dr. Simon Koo, Director of Academics, Faculty and Research  
Email: [s.koo@thebeijingcenter.org](mailto:s.koo@thebeijingcenter.org)

### 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.*

### IBUS370 Academic internship course requirements (Fall/Spring and Summer)

The TBC internship course, IBUS370 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.

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, and 32 hours a week, for a total of minimum of 112 hours over the course of the summer. 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, uploading this information to an ePortfolio which 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**

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 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 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 may violate 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.

### **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 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 interested in undertaking a non-credit internship in their own time should communicate this intention to the Academic Director and the Dean of Student Development. **Such internships must also be unpaid**, and should be approved by TBC administration.