



The Beijing Center

北京中国学中心

TBC Internship Policy 2017-2018

Simon Koo
Director of Academics, Faculty and Research
s.koo@thebeijingcenter.org

Sara Huang
Professional Programs Manager
s.huang@thebeijingcenter.org

Internship Program at The Beijing Center

The academic mission of The Beijing Center for Chinese Studies (TBC) 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 for every semester they 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.

The TBC internship course, **IBUS 370**, involves academic work, including reading books and articles, networking events, workshops for career preparation, and reflective essays about the connections between the Chinese working world, as well as selected topics in Chinese culture, business, history, politics, economics, and society. The internship course is a 3-credit course, and the credits count 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 non-credit-bearing Chinese language and culture course for a total of 6 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 25-30 hours a week, for a total minimum of 250 hours over the course of the summer. The actual number of working hours will be determined mutually via a signed internship agreement, and under no circumstances should that number be lower than the minimum requirement listed above. It should be noticed that commute time does NOT count towards those hours, and students should carefully budget their time for it as commuting in Beijing could be time-consuming. 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.



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Class meetings

Due to the time-intensive placement, the internships class will not meet for a full class period on a weekly basis. 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 their internship experience at the end of the semester. Full information about the presentations will be available in the course syllabus.

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 required community meetings will be missed due the internship. Should another TBC class be rescheduled to clash with your internship, classes must take priority. All our internship hosts understand this directive.

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 the internship program are required to obtain a suitable internship endorsement on their visas before compensation can be received, if any. Reimbursements for legitimate work-related expenses are an exception but they must not constitute payment of any kind.

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.

Non-credit internships in Beijing

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