

# Internship Guideline

This guideline outlines the rights and obligations of the Beijing Center for Chinese Studies (TBC), the host organization and the student. The purpose of the guideline is to ensure that the internship experience is productive and beneficial to all parties.

This guideline is agreed by TBC, the host organization:

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and the student:

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**This guideline is valid for the period from September 7 – December 10, 2010**

**Internship schedule:** \_\_\_\_\_

**The nature of the internship:** \_\_\_\_\_

## **TBC Internship Course**

TBC internship course is an academic course for students to obtain in-depth knowledge of working in China and of Chinese people through interning in an organization in Beijing. Students register for the course for credit (3 credits) and will record their learning on a weekly basis. At the end of the semester, students will complete a portfolio, which includes work documentations and a research paper.

During the interning period (Sept.7-Dec.10), students are supervised and evaluated by the host organizations. The length of the internship is limited to 10-16 hours per week during the semester, except for national holidays and school trips, for a total of 14 weeks (students will be absent from the internship for the period of Oct.30-Nov.7 for academic trip – dates may change in the same month, and may have difficulty observing the normal schedule during the mid-term exam week Oct.25-29). The actual schedule and nature of work are agreed upon by the student, host organization and TBC course instructor before the internship starts. Any change to the schedule and work nature must receive prior agreement from all three parties.

Students are allowed to drop the course by September 19, and to withdraw the course by November 12, thus terminating their internship. Students who drop or withdraw the course need to submit a reasonable explanation and be approved by TBC. The host organization also reserves the right to terminate the internship during the semester with proof of serious incompetence or indiscipline on the student's side. Formal advance notice is understood as proper courtesy by all parties.

## **TBC agrees:**

TBC course instructor will coordinate the internship between the student and the host organization, contact the host organization about the student's performance, and provide academic advice and instruction for the student.

## **The host organization agrees:**

The host organization will provide meaningful and challenging assignments for the

student to meet the academic and professional expectations of the course. An on-site supervisor is assigned by the host organization; he/she is the course contact person and will keep communication with the student and provide guidance throughout the internship, including to inform the student on any relevant work policy, rules and regulations; TBC course instructor will contact the on-site supervisor to inquire on the student's performance (usually in the middle and at the end of the internship period).

The on-site supervisor will sign the attendance sheet for the student every week to prove the student's attendance. If the student 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. The on-site supervisor will also evaluate the student's performance at the end of the internship. The attendance and evaluation each accounts for 20% of the course grade.

**The student agrees:**

The student will fulfill the academic and professional expectations of the course and follow the academic policy of TBC and the work policy of the host organization. The student will report major problems and concerns to both the host organization on-site supervisor and the TBC course instructor.

The student agrees to abide by all the relevant laws and regulations of the People's Republic of China concerning their conduct during the internship.

**Compensations for the internship:**

The internship is unpaid. The student cannot receive payment from the host organization and is responsible for the transportations, meals and other personal expenses during the internship. The host organization reimburses normal work expenses and may provide the student a stipend for transportations and meals. Any exceptions must be noted below and agreed upon by three parties:

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TBC course instructor:

Name: Jason Gong

Email: [j.gong@thebeijingcenter.org](mailto:j.gong@thebeijingcenter.org)

Tel: 139-1189-4233

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The host organization's on-site supervisor:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Student:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_