

Internship Course Syllabus

Course Title: Internship: External Experience in China

Instructor Contact Information:

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Course Description:

This course is intended for you to obtain in-depth knowledge of working in China and of Chinese people by providing you an opportunity to learn from the real Chinese world through working and interacting with the people and organizations. The purpose of this course is not only to gain working experience but, more importantly, to encourage you to think about China in a deeper and more meaningful way outside the classroom.

You are placed in an organization as an intern for 10-16 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 a portfolio including all weekly records, work documentations, and a research paper on a topic relevant to the internship experience. The research paper must connect your internship experience and 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, economical or political issues in China through close-up observance, immersion and reflection.

Course Assessments:

1. Attendance at work site 20%
2. On-site supervisor’s evaluation 20%
3. Mid-term presentation 10%
4. Final Portfolio 50%
 - Introduction: 10%
 - Weekly reports: 10%
 - Work documentations: 10%
 - Research Paper: 20%

Attendance at work site

You are responsible for asking your on-site supervisor to sign your attendance sheet once a week as the attendance record at your worksite.

Mid-term presentation meeting

At the mid-term meeting you will need to give a 10-minute presentation to the whole class about the internship experiences, your responsibilities and contributions, difficulties you may have gone through, goals for the second half semester and final paper thoughts, etc. Multi-media equipment is available.

Supervisor's evaluation

At the end of the internship, your on-site supervisor will fill out an evaluation form on your work and comment on your strengths and areas for improvements.

Final Portfolio

The final portfolio should be a complete and systematic record of your internship experience. The portfolio demonstrates the process of your learning during the internship; it is also the final analysis and evaluation of your experience, as well as an extensive exploration on issues that interest you. The portfolio should be clearly structured, including a cover and a table of contents, as the grading will be based on both the content and presentation. You need to turn in both the digital and hard copies. **The attendance sheet and the on-site supervisor's evaluation form must be included in the hard copy.**

Although your portfolio can be your own style, it must consist of the following:

Introduction (700-1000 words)

In this part, 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?

Weekly reports

You will find the weekly report sheet with assigned questions in the internship packet. It is a record of your weekly work and learning and needs to be filled out on time.

Work documentations

This section is for materials that prove your accomplishment --- samples of your own work, organization literature (such as PR releases, company reports, meeting minutes, etc.), articles about the organization that appear in newspapers, magazines and journals, or even photos of your workplace and colleagues and company products.

You may attach the materials collected during one week to each weekly report, or put all the materials together. **Each entry should be identified, dated and explained.**

Please note that you should ask permission from your on-site supervisor about any material that you collect from work, as some can be confidential or for internal uses only.

Research Paper (2000-3000 words)

The research paper is the academic product of your internship experience. The topic should be relevant to your internship and you need to conduct serious research and in-depth analysis on the topic. The topic can be a professional subject that has interested you during the internship, such as a certain practice of businesses, NGOs or other organizations. It can also be a social or cultural issue that you have observed, such as social relationships and work cultures. The paper must have a clear argument, good organization and unique insights, with proper citations.

Required Texts:

Three books are required to read which are available on Amazon:

Lin Yutang, My Country and My People

Peter Hessler, Oracle Bones: A journey between China's past and present

John Pomfret, Chinese Lessons: Five Classmates and the Story of the New China

All three books contain accessible and interesting readings about Chinese culture, the changes of China and its people.

Class Schedule:

Beginning Workshop at TBC: This mandatory workshop is held in the first week of the semester, before your internship starts. This workshop will prepare you for the internship and address any questions you may have. The workshop will also explain in detail how the course is structured and what you are expected to accomplish both academically and professionally.

On placement: The length of the internship is limited to 10-16 hours per week. The actual schedule and nature of work are agreed upon by you, the host organization and TBC course instructor before the internship starts. Any change to the schedule and work nature must have prior agreement from all three parties.

Communication: You will be assigned a supervisor at your work place with whom you can communicate on the details of your internship. You are also encouraged to keep an open and close communication with the course instructor through email, phone call and appointment, especially if you encounter serious problems at your internship which you cannot solve with the supervisor.

Mid-term Presentation Meeting: see "Course Assessments" section

Individual Final Meeting (optional): Students are encouraged to make a individual appointment in the last week before finals with the course instructor to discuss the assembling of the final portfolio and internship outcomes.

Internship Course Policy

Enrollment

Students can only register this course for credit once during their study at TBC and meet at least one of the two following prerequisites: having studied 2 or more years of college-level Chinese language classes; having studied one semester at TBC. Students must submit the application form and a resume to enroll the course. Students should also consult their home institutions about acceptance of the internship course credits 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.

Internship Guideline

An internship guideline will be signed by the course instructor, the on-site supervisor and the student before/at the beginning of 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 agreed by the student, the host organization and TBC course instructor.

Add/Drop

Due to the enormous amount of preparation for the placement to happen, adding to the course after the semester begins is not realistic and therefore not acceptable.

Students who fail to get an internship placement before the add/drop deadline must drop the course. A student who wishes to drop the course must notify the Dean and the course instructor in writing on the Add/Drop day of TBC.

Withdrawal

A student who wishes to withdraw from the course must notify the Dean and the course advisors 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 reason, the student feels the urge of transferring to a different internship, he/she needs to consult the course instructor. Again, given the lead time required to set up an internship, such change will only be pursued as an option in exceptional circumstances.

Attendance

The internship course follows the academic calendar of TBC, requiring the same number of weeks devoted to the course. Students are responsible for having their supervisor sign the attendance sheet at the internship. 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, F, WF. For detailed explanation, please check "Grading System" online at http://www.thebeijingcenter.org/pi/academic_cg.html

Other considerations

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