

## TBC Internship Policy

The academic mission of The Beijing Center for Chinese Studies where undergraduate education is concerned is to provide opportunities for students to more deeply encounter and engage with China. For this purpose, TBC offers students the chance to pursue an internship..

Students willing to pursue and internship experience during their stay in China are encouraged to apply for a for-credit internship, through the course “Internship: External Experience in China”. Internships at TBC for credit involve extensive academic work, including reading books and articles, and writing papers about the connections between the internship and selected topics in Chinese culture, history, politics, economics, and society.

However, students are also given the possibility of doing a non-for-credit internship during their study at TBC.

The conditions for both types of internships are noted below.

### **1) Internship through the 3-credit course “Internship: External Experience in China”.**

Offered every semester, this course is intended for students to obtain in-depth knowledge of working in China and of Chinese culture and its peoples through an internship. Students can only take this course once during their study at TBC, and must meet one of the two prerequisites:

- a) Having studied 2 or more years of college-level Chinese language classes;
- b) Having studied one semester at TBC.

TBC will work to place students in a host organization as an intern for 10-16 hours a week. The internship is unpaid and must adhere strictly to the time limit (minimum 10 hours and maximum 16 hours). Placements are not guaranteed, as they 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 will need to complete a weekly work record and collect relevant materials to document what they have done and learned. At the end of the semester, students 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 the internship experience with a more sophisticated understanding of China.

Students should note that the internship option is centered on the idea of understanding China. The internship is not designed as a route to a job or an expansion of a resume.

Students interested in this course can find the syllabus and application form at <http://www.thebeijingcenter.org/course/internships/>.

The TBC Internship Coordinator 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, given the challenges of finding fit between the student and the internship site.

Students may look for internships on their own if they meet the criteria above, but internships found in this manner are only acceptable if they also meet the course criteria outlined above, as well as coordinated with and approved by the Internship Coordinator. All arrangements of that nature must be approved formally and no later than the end of the 2<sup>nd</sup> week of a given semester.

## **2) Not-for-credit independent internship**

Students may pursue an internship that is not credited by TBC, but those interested must comply with the following restrictions:

- a) The internship must not exceed 16 hours per week;
- b) Students cannot register for more than 15 credits for courses at TBC during the semester;
- c) Students must report the internship to and obtain prior approval from the TBC Internship Coordinator before they commence on the internship.
- d) Students must also submit every month updates on their internship, in terms of status and circumstances. The monthly report is mandatory. The final grade of students doing non-for-credit internship won't be released until all monthly reports are submitted.

Interested students can find the report form at <http://www.thebeijingcenter.org/course/internships/>

TBC is not responsible for placing students applying for a non-for-credit internship.

## **3) Important notices**

- 1) For both non-for-credit and for-credit internship, interning outside of the places approved by the TBC Internship Coordinator is not allowed, as it is in violation of your student visa and Chinese law (this applies to the entire length of the student visa that is sponsored by TBC, including semester breaks). TBC students who are in an internship in China without TBC approval and supervision will be dismissed from the program.
- 2) These regulations are submitted to change depending on the local legal and political circumstances. There is no guarantee that regulations will remain unchanged during the semester, given the unique environment of China.