



Beijing Internship Program

Program Overview

The Alliance Beijing program views internships as a vital means of introducing students to the practical realities of Chinese society, providing a natural setting for making friends and acquiring intimate knowledge of Chinese work environment and business culture. At the same time, internships improve students' language skills through exposure to colloquial language in a workplace environment. Academically, internships provide unique research opportunities which students reflect in the final paper and oral presentation. All internships receive close academic support and supervision from Alliance staff and faculty. However, before you make the final decision, we would also like to remind you that the time required to complete this course will be greater than the time required for the other courses. Besides required weekly work hours, commuting is another factor to be considered. Travel times can be up to an hour or an hour and a half each way. Students should be aware that sometimes the most appropriate placement will be in Central Business District, far from campus. Students should be prepared to invest more time, as it also comes with the reward of greater understanding and experience of China.

The Alliance Beijing program offers internships for credit in business, education, NGOs, and community service organizations. Students spend about twenty hours per week at their placement, earning three semester credit hours for the academic seminar and the practicum. Alliance ensures that all Interns receive a comprehensive learning experience, one that provides the necessary support to draw together the theoretical/academic coursework with the practical training provided on the job.

Placements depend on availability, students' background experience and skills, and language ability. Because internships involve a third party (a business, a non-profit organization or an educational institution), internship placements may be quite competitive. Usually, students with advanced Chinese language skills and strong background work experience have a better chance to be placed at a more competitive organization. However, Alliance staff will make every possible effort to place interested students with lower levels of language skill in appropriate settings as well. Final internship decisions are made in Beijing, based on placement availability and candidate interviews.

The Alliance Program Director will serve as the Internship Program Coordinator, finding placement for students, and organizing field trips and group discussion meetings. The

Academic Advisor will not normally have regular contact with the work placements but will obviously want to know the kind of work students are doing, and will give guidance on how best to integrate students' academic projects with the work placements. It is important that students meet with the Academic Advisor as soon as possible and at regular intervals during the program. At least two meetings per semester are required.

Internship Course requirements

- Final Academic Research Project – a minimum of 5,000 words in length
- Final Oral Presentation on Internship experience
- Work Journal – turn in twice to Academic Advisor
- Work hours – 10-12 per week for 12 weeks = 120 hours
- Meeting three times during the semester with internship advisor about academic project
- Three group meetings during the semester (with internship advisor or coordinator) – meeting would take the form of a company visit or a discussion about work environment in China, issues in workplace, Chinese business culture, investment environment, etc.

Grading:

Research project – 50%

Oral presentation – 20%

Work performance – 15%

Work journal – 15%

Alliance students will receive letter grades from this course. It will also show in their transcript. Alliance programs utilize a standard grading policy well accepted by most US institutions.

A+ 97-100%	
A 93-96%	
A- 90-92%	Excellent performance
B+ 87-89%	
B 83-86%	
B- 80-82%	Good performance
C+ 77-79%	
C 73-76%	
C- 70-72%	Acceptable performance
D+ 67-69%	
D 63-66%	Unsatisfactory performance
D- 60-62%	
F Below 60%	Failure of the course

Introductions of work placement in China

The Alliance provides internship placements in the fields of business, education, NGOs, and community services. It is very important to understand that academic Internships are not widely used in China at this time. You, therefore, might be the first intern to have been placed with your particular organization, and the placement could have taken many weeks to arrange. The Internship Program Coordinator will try his/her best to match your requirements, as presented in your application, to find the most suitable placement.

Interviews

After considering your application, the Internship Coordinator will have arranged a suitable placement for you, individually matched to your requirements. In most cases you can expect to have an interview with your proposed placement organization during your first week in China. At the initial meeting between yourself and your Internship Coordinator you will be given details of the organization and any further background information you may need. **If there have been any relevant changes since you submitted your application you must tell your Internship Coordinator at this meeting.**

Interviews vary considerably in style but the purpose will be to establish your suitability for that particular placement. You should therefore treat it as the equivalent of a job interview and present yourself as well as possible. **The placement organization is not under any obligation to offer a placement if you do not meet its requirements.** The interview will be held in either English or Chinese.

Confirmation of Placement

In many cases you will be told at the interview whether or not you have been accepted. In some cases the organization will want to consider your application in more detail or discuss arrangements with your Internship Coordinator first. Usually you will be informed within a week after the interview. When the placement is confirmed, a learning contract will be signed between students and the internship placements.

As soon as the placement is confirmed, you start work, 20 hours per week (or as agreed with your Internship Coordinator). Some variations may occur due to the nature of the work, especially in Media organizations. The placements obviously vary in character and style. It is therefore important to ensure that you make every effort to fit in to your place of work as quickly and unobtrusively as possible. **You cannot expect to be given responsibility unless you demonstrate early in your placement a willingness to be adaptable and, above all, reliable.**

Changes in Placement

In rare cases, the pre-arranged placement may not be appropriate. After discussion with the student, and the placement, the Internship Coordinator will investigate an alternative. **This could take some time to arrange and the need for a second interview will always incur a delay.**

Alliance Internship Program Learning Contract

实习项目协议书

Student Name 学生姓名: _____ Term: _____

Internship Placement 实习单位: _____

Supervisor's Name 负责人姓名: _____ Title 职称: _____

Address 地址: _____

Tel 电话: _____ Fax 传真: _____

E-mail 电子信箱: _____

Website 公司网址: _____

Working Schedule 工作安排:

Monday 星期一	Tuesday 星期二	Wednesday 星期三	Thursday 星期四	Friday 星期五

Work Assignments 工作内容 :

- 1.
- 2.
- 3.

4.

Student Signature 学生签名: _____ Date 日期: _____

Host Supervisor 负责人签名: _____ Date 日期: _____

Alliance Beijing Center: Rm 309 New Building #16, Beijing Language & Culture University,
15 Xueyuan Road, Haidian District. Beijing 100083 China
Tel/Fax: +86-10-6232-3676; E-mail: hanbing@allianceglobaled.org

Internship Placement Agreement 实习分配协议书

I, _____ hereby accepts an internship placement with

Student name

_____ Beginning on _____.

Organization

In doing so, I accept the following: 我同意认真履行以下规定

- I will be present at the placement according to the schedule decided upon with the host supervisor and approved by the Program Director. 我将按照实习单位负责人和 Alliance 项目主任共同确认的时间，按时参加实习。
- I will inform the host supervisor in the case of my absence. 如因故不能参加实习，我将提前通知实习单位直接负责人。
- I will dress appropriately and observe the placement site rules. 我将着装得体并自觉遵守实习单位的规章制度。
- I will be present at the internship placement for approximately 20 hours per week. 我保证将在实习单位每周出勤 20 个小时。
- I will endeavor to complete all assigned work in a professional and conscientious manner and will respect professional secrecy and confidentiality in all matters I come to know about.

This will extend beyond the term of the internship. 我将努力以专业者的素质和态度来完成
成交与我的工作任务,在实习过程中及实习结束后我将严守实习单位的商业秘密。

- I will inform the Alliance Beijing Program Director of any problems that arise from the placement and, any changes with the internship placement. 在实习单位如有问题出现或实习工作安排有变故, 我将及时通知 Alliance 北京项目主任。

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I understand that the main purpose of my internship placement is for me to be exposed to, and to interact in, a Chinese work environment. I realize this is not a job, but an opportunity for me to learn more about Chinese organizational behavior. As such, I am aware that, from time to time, some of my duties may be considered clerical or repetitive. I further understand that my supervisor will be asked to evaluate my work habits, the quality of my work, sense of professionalism, and commitment to learning. 我充分理解我实习的主要目的是了解和接触中国的工作环境。我知道这份实习不是就业工作,但这是我学习了解中国工作单位的机会。因此我明白我的一部分实习工作可能是重复性事务。我理解我实习单位负责人将依要求评估我的工作行为、工作质量、职业规范和学习能力。

Student Signature: _____ Date: _____

Host Supervisor: _____ Date: _____

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Alliance Beijing Internship Placement Final Evaluation

Alliance 北京中心学生实习评估

We ask that this form be completed by the host supervisor and submitted to the Alliance Beijing Center by June 6, 2009

请实习单位负责人填写此表并于 2009 年 6 月 6 日之前交回给 Alliance 北京中心

Student Name 学生姓名: _____

Internship Placement 实习单位: _____

Supervisor's Name 负责人姓名: _____ Title 职位: _____

Your overall assessment of the student's work. Your assessment will constitute 15% of the student's final grade for the semester. (Please circle)

你对学生的整体评价。你的评估将占学生学期总评成绩的 15%.

- A. An outstanding students with excellent performance 各方面均很出色
- B. A good student whose work contributed to the organization.
学生对我们的工作有一定的贡献
- C. Acceptable, but the student's performance could have done better
学生表现还可以，但应做得更好一些
- D. Most of the student's work was not satisfactory 学生的大部分工作不令人满意
- F. This student's work was entirely unsatisfactory 学生的整体表现不令人满意

Comments: 评价

Your overall impression of the student's general performance (attendance, punctuality, dress, relationships with the colleagues in the office, etc.): 你对学生总体行为的评价 (出勤，是否准时，着装，和办公室同事的关系等)

Comments regarding the student's approach to learning about Chinese business culture and his/her intercultural development through this work experience: 你对学生学习中国企业文化并从中提高自己能力方面的印象。

Additional Comments: (please use the reverse side of the page as well, if necessary.)

其他评价 : (如有必要 , 请用纸的背面继续写。)

Host Supervisor: _____ Date: _____

Please mail, e-mail, or fax to the Alliance Beijing Center.

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Work Journals:

All of the students enrolled in the internship program are expected keep work journals throughout the semester. The Academic Advisor will check the work journals periodically (3 times per semester).

Suggestions for Journal Keeping

Anyone who regularly keeps a journal will tell you that it is crucial that you make entries as close as possible to the time of the events you are describing. This is true for research note-taking as well: if you are in a situation where you cannot take notes on the spot, find yourself a quiet corner as quickly as possible and note down everything you can remember. If time is pressing, writing down headings will help you recall what you heard. You can write a full account later in the day. The reason for stressing this point is that journal entries and research notes written later are much different from those written at the time: you begin to edit, to have second thoughts, to elaborate and rationalize – all freshness is lost. Thus, in the case of your internship journal, you should take notes at your placement if possible, but in any case be sure to write your day's entry that same evening.

There should be an entry for each time that you go to your placement. Each entry should begin with a description of what you did that day. This might include descriptions of the people you interacted with and the conversations you had. What is the position of each person in the organization? What kind of work does he/she do? What sorts of things did you talk about? What did you feel about those conversations? Were they work-related or social? Were they the same or different from conversations you might have in a workplace in the U.S.?

Through these entries, you should be building up an increasingly complete picture of this work organization. How many employees are there? What is each person's position? What is his/her job? Can you draw an organization chart? Are the informal power relationships the same as those on the formal organization chart? What is the gender balance among employees? What is the relationship between gender and position? What is the legal status of the organization? (Is it an NGO? If so, how is it registered? If it is a business, is it solely owned Chinese, solely owned foreign, a joint venture? If Chinese, is it government-owned or privately owned?) How is it managed? Are management – employee relations good? What wages do people earn? How big is the wage discrepancy between employees at or near the top of the organization and those who are closer to the bottom?

These are only a few examples of questions you might ask. Of course, you can think of many more on your own. You should be able to obtain information through observation, casual conversations, and eventually by interviewing some of the principal members of the organization to fill in gaps in your knowledge. What you are expected to keep is an *analytical* journal. This means first, as above, recording your experiences; then adding your thoughts, reflections, your interpretations and analyses of your experiences. Part of the emphasis should be on cross-cultural experiences: the experiences that help you learn about China - and incidentally about America - as cultures. If you have worked in American work settings, what differences do you observe between American and Chinese workplaces? What similarities do you see?

So, your journal will consist of:

1. Activities, observations and interpretations. A record of your activities each time that you attend your placement as well as your observations of what is happening around you. What are your reflections on what you observe? How does it differ from what you are accustomed to? In what ways does it represent differing approaches and values? That is, how do you interpret your experiences?
2. A complete picture of your organization. You will build this up gradually over time. In China, it is best to get to know people and develop a relationship before attempting to do this kind of research. However, you will be able to acquire a certain amount of information indirectly, prior to conducting interviews later in your stay. By that time, you should be able to answer just about any question asked of you about your organization.
3. Conclusions. What are your general observations now that you have had a brief experience of a Chinese workplace? What are the strengths and weaknesses of your organization? What problems do you think it might need to solve in the future? What are your expectations for its development? What have you learned about Chinese people and Chinese society from your experience?

Guidelines for Academic Project

You will be assigned an Academic Advisor as soon as possible. The Academic Advisor is chosen because of his/her understanding of your specific topic.

Academic Project

The academic project is intended to complement your work placement and provide a permanent record of your work in China. It is, therefore, an important feature of your time on the program. Remember, internships are not well known in China and your placement organization may not be able to report on your work in the future if you require them to. Your project can then be used to demonstrate the quality of your experience.

Your project should be about 5,000 words long, unless you are advised otherwise by your Internship Coordinator. At this length, it will need to be approached very differently from the

extended essay, which many of you will have done before. Your Academic Advisor can give advice on the methodology, structure and presentation of your project – so use it!

The final grade for your academic project, which takes into account your preparation with your Academic Advisor and your oral presentation of the project, contributes to the basic grade for the course. The grade of your work placement supervisor may lower or raise your academic project grade by half a letter grade for excellent or poor performance in the work placement.

You should decide upon a project topic as soon as possible, taking the advice of your Academic Advisor. Experience shows that the most successful academic projects are those that draw on the field of work experience. It is only possible to do justice to the project if you start work early and work methodically throughout the program.

Students who fail to make contact with their Academic Advisor on an agreed basis without an adequate explanation will receive a lower grade for their academic project. If you have any difficulties at all in contacting your Academic Advisor, inform your Internship Coordinator immediately, preferably in writing.

Academic Project Preparation

Your project deadline is **June 1st (Monday) at 5:00pm** and you should plan your work to ensure you meet this deadline.

What will be the most suitable format for your project?

- Report
- Case Study
- Research Study
- Video/Audio/Model
- Journal and combination of one or more above
- Other? If agreed with supervisor and coordinator

What is expected academically?

- Construction of a coherent argument within 5,000 words
- Use of textual or other appropriate evidence to construct a coherent argument
- Demonstration of ability to use a range of sources in independent research
- Demonstration of an “in-depth” knowledge (within the time constraints) of the subject area chosen

How do you choose your topic and what is the relationship of your project to your internship?

- First, whatever you choose it must be something that
 - a) interests you
 - b) is not excessively ambitious (as a major objective is to demonstrate an ability to use evidence and source material in a

scholarly fashion, you are unlikely to display these skills if you attempt something too complex).

- What to choose?

- a) Broad versus Narrow
- b) Focus: person/people/group
organization
structure
policy
experiment
theory(ies)
- c) Techniques e.g. Case Study (e.g. person with an illness; company with a particular strategy; policy with a particularly controversial aspect)

Where do you get your information?

- At the placement*, if directly relevant (possible archive / specialist library/ journals, person)
- At a research facility
- From the supervisor/recommended colleague
- From library affiliates and via electronic indices, databases and the internet
- Books/Encyclopedias/Yearbooks/Periodicals etc.
- Internet resources that are refereed information portals and news sources (e.g. *Economist*, *South China Morning Post*, working papers from the World Bank, IMF, etc.). Wikipedia is not a valid academic resource. An internet citation must include the full URL and date accessed.

Be sure to find out where information for your project is located as soon as possible in case there is waiting/ appointment/ delivery time involved – your academic advisor should help you here.

When researching the project keep your main topic ideas in mind as you read and make a list of the points you think are relevant to your study.

***Important Note: Your internship placement is not:**

- contracted to help with your academic project, only your allocated supervisor is obliged to give you advice about your project, which must be done outside of your placement duties/premises
- to be bothered by any demands for information that is sensitive or confidential
- to be compromised in any way by your project, which is not a document for distribution but is an examinable piece of academic work for Alliance program
- to be asked for “time off” to finish work on your project or to visit your project supervisor
- any difficulties in meeting with your academic supervisor must be communicated to your internship coordinator and a solution found outside of internship working hours

Writing Your Project

- Plan the structure of your project before you start writing. Make sure that it follows a logical line of reasoning.

- Express your thoughts clearly and concisely always ensuring that it relates to the topic you're addressing.
- If you are using a text or texts, quote to illustrate your points. Remember to keep a thorough and accurate record of the sources that you have used.
- Always distinguish between your own words and those of others.
- Employ the language of formal presentation and do not use slang.
- Avoid abbreviations and use of the first person point of view.
- Keep to any word limits.
- Provide a bibliography.

If you have any questions, problems or difficulties relating to study skills or your project, please contact your academic advisor immediately. If necessary, you can also contact your internship coordinator.

Internship Paper Guidelines

General Structure

Your paper should be organized into logical sections, with headed paragraphs – rather than an essay comprising a mass of 5,000 words. Your outline should provide the template for the structure of your paper.

Using a structure will help you to organize your points into a logical order that flows well, and will help you to avoid repeating points.

Your paper should contain both academic content (e.g. theories from referenced sources) and your own original work. Papers that merely summarize theories from books or other secondary sources, such as websites, will not achieve very good grades. There are various forms that your own original work can take, some examples:

- Drawing on your internship experience to provide 'real life' examples of the theories in practice. (This is invariably a very effective approach).
- Drawing on theories / academic concepts to critique how particular activities are conducted at your internship workplace (This is also a very effective approach).
- Discussing the relative merits and disadvantages of particular concepts and arguing your own conclusion. (This is often more difficult than the first two options).

Your Academic Advisor will advise you on an appropriate balance between researched concepts and your own original work. You should keep your advisor informed of your progress on a regular basis.

Referencing Sources

When you are preparing your paper you will need to consult published reports, books, journals, company documents, conference documents, Websites etc. and it must be clear which of the points you make are your own and which are drawn from the ideas of others. **IDENTIFY THE**

SOURCE OF EVERY NON-ORIGINAL THOUGHT.

Program Deadlines

Two weeks into program

Internships should normally be confirmed by the end of the second week.

Four weeks into program

You should have decided on an academic project topic by the fourth week. You must contact your Internship Coordinator at this time if you have not already done so. Make sure you arrange to see your Academic Advisor on at least two occasions to discuss and plan your project.

May 28th (Thursday)

Oral presentation for Internship Program

The internship placement final evaluation sheet should be returned to the Internship Program Coordinator.

June 1st (Monday)

Final paper of academic project must be submitted by **5:00pm** to the Internship Program Advisor.