

# 2016年秋季美国国家中文领航项目

## Chinese Overseas Flagship Internship Handbook

### 寻找实习手册

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THE LANGUAGE FLAGSHIP

*"Be brave. Take risks. Nothing can substitute experience."*

*-Paul Coelho*

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## **I. INTRODUCTION TO INTERNSHIP**

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### **A. Introduction**

The Chinese Overseas Flagship Program consists of direct enrollment studies at Nanjing University and internship placement in a Chinese professional setting. The internship component of the Chinese Overseas Flagship Program is designed to enhance each participant's language ability and to develop professional experience in their field of interest. Participants work closely with the Chinese Flagship Program Internship Staff in Nanjing to find and secure a substantial internship with a company, organization, or institution. The Internship Staff is available to support and guide participants as needed; however, as emerging global professionals, Chinese Flagship participants are expected to take the initiative in their internship searches. Participants are expected to conduct their internships in a Chinese-based setting using advanced language skills.

### **B. Objectives**

The aim of the internship module is to provide each participant with the opportunity to apply their high-level language abilities and cultural comprehension in a Chinese professional setting, thus allowing students to develop:

1. The ability to apply professional Chinese language skills in a broad range of communicative functions and in a wide variety of work-related tasks.
2. A firm grasp of Chinese social interactions, behavioral norms, and perspectives, as well as an understanding of administrative, commercial, and political processes in China.
3. The ability to interact appropriately and function efficiently in a professional Chinese setting.
4. Professionalism and independence in a language immersion environment.

## II. INTERNSHIP REQUIREMENTS AND PROCEDURES

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### A. Description of the Internship Placement Process

The Internship Placement Process is conducted using a combination of the following methods:

1. Student-driven/initiated search: Participants are strongly encouraged search for internships related to their domain interest. Participants should research any connections they may have to Chinese employers, such as university faculty and staff, family members, friends, former employers, campus clubs, alumni networks, religious organizations, etc.

In addition to networking, students can also conduct their job searches through hiring websites, such as: 智联、前程无忧 (51job)、58 同城、赶集、拉勾网、HR China

2. Former and new contacts: The Internship Staff can contact former alumni/former internship providers to assist participants with their internship search. The Internship Staff maintains relationships (“关系 guanxi”) with previous internship employers across Mainland China and is also constantly establishing new potential employers.

### B. Internship Requirements

All internships must meet the following requirements:

1. Students must intern in a Chinese-speaking professional setting within Mainland China, preferably with a Chinese organization. Students must be engaged **90% or more** of the time using and working with Chinese. The most beneficial working and language environments are those with the fewest number of native English speaking colleagues.
2. The Internship city's main spoken language must be Mandarin Chinese.
3. Internship providers must be officially registered in China and willing to provide internship acceptance documentation that is required by the Public Security Bureau.
4. Teaching English may not be a primary job responsibility.
5. Students must work full-time (40 hours a week) for a period of at least four months, but are encouraged to work for up to six months. Part-time work completed prior to the end of the academic portion will not count towards this requirement. The minimum four-month internship requirement consists of sixteen weeks broken down into eight biweekly reporting periods. When setting individual internship timelines, students should be mindful that they do not overstay their visa.
6. Students' internships must correspond to the participant's field of interest and abilities, but may be subject to certain political or cultural limitations. Certain internship locations are highly discouraged due to safety concerns.

### **C. Procedures for Internship Placement**

1. **RESUMES:** Students will provide both English and Chinese versions of their resume to Flagship staff before departing for China. After arriving in Nanjing, students will work with Advanced Composition faculty members to revise and improve their resumes.
2. **INTERNSHIP BRIEFING AND INITIAL INTERVIEW:** Students will attend a mandatory presentation introducing the internship module approximately one month after arriving in Nanjing. The Internship Staff will then conduct an initial interview with each student, individually, to discuss his/her (a) domain interests; (b) internship goals; (c) existing contacts; and (d) desired internship location and opportunity.
3. **STUDENT SEARCH AND APPLICATION PROCESS:** Students will initiate their internship searches based on the objectives identified in individual meetings with staff. The Internship Staff is available to provide advice and guidance to students on a daily basis. Students are encouraged to regularly discuss their search process and application materials with staff.
4. **WORKSHOPS:** The Internship Staff will schedule mandatory training seminars and workshops for students throughout the academic semester. Discussion topics include job search tips, professional etiquette in China, working in a professional Chinese environment, and previous internship experiences of Flagship alumni.
5. **APPLY FOR INTERNSHIPS AND ATTEND INTERVIEWS:** The Advanced Composition faculty will help students prepare their interview material and also host a mock interview session. Students are allowed to miss no more than three days of class to attend interviews.

Note: Students are not allowed to accept internship positions in Hong Kong, Macau, Tibet, or Taiwan. Flagship students are also not allowed to accept an internship if conditions in that area are deemed unsuitable – students are currently prohibited from interning or traveling in the Xinjiang Autonomous region. Flagship Staff will make the final decision regarding internships in areas that pose safety concerns.

6. **INTERNSHIP INFORMATION:** After receiving an acceptance letter, students will provide the Internship Staff with the Internship Provider's contact information and a description of their internship responsibilities. The information collected will be used to help future students during their internship search.
7. **STAFF ENGAGEMENT:** The Internship Staff will engage the Internship Provider by (a) introducing Flagship and program goals; (b) confirming the internship opportunity and responsibilities for the student; (c) confirming the location and start/end date; and (d) confirming the expectations from internship providers and from students.

8. **DOCUMENT COLLECTION:** Students will be responsible for collecting internship acceptance documentation from their Internship Provider (see Appendix B). A copy of all documents should be submitted to the Internship Staff.
9. **APPLY FOR INTERNSHIP RESIDENCY PERMIT:** Students must bring all items listed in Appendix C when they apply for an internship residency permit at the PBS. There is a RMB 200 fee and it may take up to two weeks before students will be able to pick up their passport and new residency permit. Students should thus plan accordingly if they intend on traveling between the end of the academic portion and beginning of their internship.

Note: The Internship Staff is available to help students at anytime during the internship search, application, and placement process.

#### **D. Internship Placement Restrictions**

In the effort to maintain Flagship language proficiency goals, students who have any of the following will be restricted during their internship phase:

1. Show no language improvement during the academic module
2. Fail to receive a minimum of B (80 points or more) in any Flagship class
3. Have inadequate academic and overall performance evaluations from academic teachers

Restrictions include, but are not limited to: only allowed to intern in select cities, must meet face-to-face with Chinese Development Course instructors, not allowed to travel outside Nanjing during the internship phase, etc.

#### **E. Training Workshops**

The Nanjing Chinese Flagship Internship Staff holds training workshops and seminars to better help students during in their internship search. All students must attend these trainings. Failure to attend all training workshops and seminars will result in disciplinary action.

#### **F. Chinese Development Course**

Students are required to take part in the Chinese development course during the internship module. This course, conducted mainly over Skype, consists of **32** one-on-one tutoring class with Nanjing University teaching staff, and is designed to help students maintain and improve their speaking, reading, and listening skills. Students will chose their tutors near the end of the academic semester and must schedule two face-to-face tutoring sessions before they can leave Nanjing. Students should exchange Skype/cell phone number information with their teachers.

## G. Post-Program Language Assessment

Chinese Flagship students are required to participate in all post-program testing, which is similar to the pre-program assessment process. The required tests include an Oral Proficiency Interview (OPI) and American Councils for International Education reading and listening tests. The tests will be held in Nanjing - if a student is travelling from a different city to take the tests, Flagship will cover travel expenses. Students are not allowed to leave Mainland China until after all post-program testing has been completed. More information on testing and testing dates will be given out during the final Internship Workshop.

## H. Timelines

### Overseas Program Timeline

Please note that the academic calendar in China varies.

**DIRECT ENROLLMENT**                      Late August through Mid-January  
[Students are expected to arrive by late August for orientation. Classes at Nanjing begin either at the end of August or in early September.]

**INTERNSHIP**                                      February (varies due to holidays) – End of June  
[Students should schedule one week for adjustment before the internship module.]

### Internship Timeline

This is a rough guideline - specific dates will be provided by the Internship Staff nearer the event.

Internship Orientation	<b>September 27</b>
Individual Meetings	<b>September 28-30, October 10-12</b>
Start Individual Student Research	October
Internship Workshop/Seminar #1	End of October
Internship Workshop/Seminar #2	November
Internship Workshop/Seminar #3	November
Internship Workshop/Seminar #4	December
Deadline for Internship Provider Paperwork*	<b>December 16</b>
Deadline for Residency Permit Conversion*	Early January
Final Internship Workshop	<b>January 6</b>
Internships Start	February

\*Students will **not** be allowed to leave Nanjing after the academic module until they have met all of the Academic Requirements (see Appendix A) and submitted/completed the Internship Provider Paperwork and Residency Permit Conversion.

### III. INTERNSHIP POLICIES

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#### A. Expectations

##### Students are expected to:

1. Work collaboratively with the Nanjing Chinese Flagship Center Internship Staff to secure an internship placement.
2. Communicate frequently with the Internship Staff on concerns or issues regarding both the internship search and internship work. Students must respond to all messages from program staff, be reachable at all times during the program, and submit all reports on time.
3. Acquire the right attitude (“when in Rome”) when searching for and securing internship placements, as finding the perfect match may be challenging. Preferences to a particular city or location in China should not be the reason for turning down a good internship opportunity.
4. Be flexible, open-minded, and realistic about internship opportunities. Some local employers may prefer native Chinese interns who are more familiar with the local language, culture, and professional etiquette.
5. Be professional representatives of both their domestic institution and the Chinese Flagship Program (i.e. be on time, keep a positive attitude, be open-minded, etc.)
6. Maintain cultural awareness and appropriate conduct during both the internship search and when meeting or working with their Internship Provider (example: changing your mind last minute after confirming your internship placement is often viewed to be unprofessional and damaging to both the Chinese Flagship Program's “guanxi” and reputation).
7. Adhere to all local laws and program policies laid out in this handbook.
8. Be committed to an internship for a duration of 4 to 6 months.

##### The Nanjing Internship Staff is expected to:

1. Serve as a gatekeeper, mediator, and follow up contact with students and Internship Providers. Staff also serves as the point of contact for students and internship providers to confirm placement.
2. Engage with Internship Providers to promote productive internship experiences for students.
3. Arrange and conduct training seminars/workshops to support and prepare students for their internships.
4. Facilitate internship searches by meeting with students, contacting former providers (when appropriate), or establishing new relationships.

##### American Councils for International Education is expected to:

1. Serve as administrative support and provide oversight of the internship process under the direction of the Chinese Overseas Flagship Academic Council.

##### Domestic Chinese Flagship Institutions are expected to:

1. Prepare Flagship students linguistically, culturally, and emotionally for overseas capstone (please review the pre-capstone preparation document).

2. Encourage students to be flexible (sensitive and open-minded to cultural differences) and independent, as is expected of Flagship students.
3. Transfer and articulate internship credit. American Councils and the Nanjing Chinese Flagship Center Internship Staff may facilitate as needed.
4. Encourage students to investigate all possible existing relationships with Chinese Internship Providers and share potential provider contacts if available.
5. Support the Internship Staff and American Councils in efforts related to the internship module.

Internship Providers are expected to:

1. Provide learning opportunities for Chinese Flagship interns.

### **B. Communication**

Student communication with the Nanjing Internship Staff is mandatory and should be conducted regularly during the internship placement process, whether via email, Wechat, over the phone, or face-to-face. Students must respond to all messages from staff in a prompt manner.

If students have questions or issues they wish to discuss with the Internship Staff, they should first contact the Internship Assistant, who will then decide if the issue should be brought to the attention of the Internship Director. The Internship Staff contact information is below:

**SARA VALENTINE**, Program Assistant

Cell phone: +86-139-0159-2248

Email: [SValentine@americancouncils.org](mailto:SValentine@americancouncils.org)

**QIN ZHANG**, Director

Cell phone: +86-138-1307-3066

Email: [qzhang8028@163.com](mailto:qzhang8028@163.com)

### **C. Travel**

During the academic module of the capstone year, it not appropriate for Flagship students to frequently request time off from class to attend internship interviews. Initial interviews will typically be conducted over the phone and students should be able to schedule most interviews outside of class time. Students are allowed to request a maximum of three (3) excused absences from class to attend interviews, and must submit the request in writing to the Program Director well in advance. Students must also fill out an Independent Travel Request Form and submit it to Flagship Staff. Travel to and from interviews will be covered at the student's own expense.

## APPENDICES

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### A. Academic Program Completion Checklist

In order to be allowed to continue from the Capstone academic program to the internship program, students must first complete the all of following requirements:

- a. Submit 8 English Language Reports
- b. Submit 10 Class Summary Reports
- c. Complete 15 Hours of Community Service
- d. Submit 1 Community Service Report
- e. Complete all final exams and submit all final papers
- f. Receive an overall grade of 80% or higher in the Flagship advanced writing, media, and language optimization classes
- g. Complete 2 Chinese Development Course sessions in Nanjing

### B. Internship Provider Checklist

Once students are offered and accept an internship, they will be required to collect the following documents from their Internship Provider. Failure to do so will affect the student's ability to intern in China. It is recommended that students have the documents shipped to the Flagship office.

- a. Two Original Acceptance Letter with official company stamp/seal (公章)
  - i. One letter goes to Flagship and the other is submitted to 南京公安局
  - ii. Note: if you were offered an internship from a branch office, the stamp must be from the branch office you will be working at
- b. Photocopy of the most current Business License (营业执照副本)
- c. Photocopy of a valid Organization Code (组织机构代码证)

### C. Residency Permit Checklist

When students apply for a new internship residency permit at the PBS, they must bring the following documents.

- a. Internship Provider Documentation (3 items from Appendix B)
- b. Passport
- c. Photocopy of passport's main page (contains photo and passport number)
- d. Photocopy of residency permit
- e. Photocopy of most recent entry stamp into China
- f. 2 passport photos
- g. Copy of temporary housing registration
- h. Letter of enrollment from Nanjing University (collected from 张老师)