

INTERNSHIP MANUAL
(For Students/Institutions)
As of September 10, 2012 (subject to change)

CONTENTS

I. INTRODUCTION TO INTERNSHIP

- A. Introduction
- B. Objectives

II. INTERNSHIP REQUIREMENTS AND PROCEDURES

- A. Description of the Internship Placement Process
- B. Internship Requirements
- C. Procedures for Internship Placements

III. INTERNSHIP POLICIES

- A. Expectations
- B. Overseas Program Timeline
- C. Communication
- D. Travel
- E. Academic Semester Completion
- F. Safety
- G. Privacy Policy
- H. Training Workshop
- I. Vacation and Sick Policy
- J. Termination
- K. Internship Compensation
- L. Evaluation
- M. Post-Program Assessment

IV. APPENDICES

- A. Initial internship questionnaire (Please return completed forms on pages 14-15.)
- B. Acknowledge Form (Please return the signed form on page 16.)

I. INTRODUCTION TO INTERNSHIP

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 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. Participants are expected to conduct their internships in a Chinese-based setting, using their high level language skills.

B. Objectives

The aim of the internship is to provide the students with opportunities to apply their high-level language and cultural comprehension in a Chinese professional setting. As Chinese Flagship students are lauded as high-level global professionals, they are expected to take initiatives in searching for their internships. The Nanjing Chinese Flagship Internship Staff is available to support and guide students as needed. Expected outcomes may include but not limited to:

1. Ability to apply professional Chinese language in a broad range of communicative functions such as negotiations, presentations, and representation of the internship provider in a range of venues.
2. Comprehend the social interactions, behavioral norms, perspectives, as well as administrative, commercial, and political processes in China.
3. Ability to interact in a professional setting appropriately in China.
4. Demonstrate professionalism and independence in an immersed environment.

II. INTERNSHIP REQUIREMENTS AND PROCEDURES

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: Students are strongly encouraged to take initiative in searching for internships of their domain interest, with the support of the Nanjing Chinese Flagship Internship Staff. Students should search for any connections they might have to Chinese employers before departing for China. These connections can be found through a variety of sources such as university faculty and staff, family members, friends, former employers, alumni networks, or religious organizations among others.
2. Former and new contacts: The Internship Staff can contact former alumni/former internship providers to assist students with their internship search. The Internship Staff also establishes new internship contacts and relationships (“guanxi”) in various locations and organizations.

B. Internship Requirements

All internships must meet the following requirements:

1. In a Chinese-speaking professional setting, preferably Chinese organizations, in mainland China. Linguistically speaking, the most beneficial work environments for Flagship interns are those with the least number of colleagues who are native-level English speakers.
2. May not be teaching English as a primary job responsibility.
3. Must be a period of at least 4 to 6 months of full-time work. Part-time work started prior to the end of the academic portion will not count towards this requirement.
4. Must correspond to the student’s field of interest and abilities, subject to certain political or cultural limitations. For example, internships in the Chinese government or media are very unlikely. Certain internship locations are highly discouraged due to safety concerns.

C. Procedures for Internship Placements

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. INITIAL INTERVIEW: The Internship Staff conducts an initial interview with each Chinese Flagship student on (a) domain interest; (b) desired internship location and opportunity; (c) internship goals; (d) existing contacts the student may have.
3. STUDENT SEARCH: Students initiate search and are encouraged to make introductions to existing contacts or new opportunities.
4. UPDATE: Students provide internship contact information and internship responsibilities to Internship Staff for follow up and maintenance in a database.
5. ENGAGE: The Internship Staff engages the internship provider: (a) Introduce Flagship and goals; (b) Confirm internship opportunity and responsibilities for students; (c) Location and start/end date; (d) Confirm expectations from internship provider and from students.
6. WORKSHOP: The Internship Staff will schedule mandatory training seminars and workshops for students throughout the semester. Discussion topics include job search tips, professional etiquette in China, working in a professional Chinese environment, and tips from program alumni.
7. FOLLOWUP AND EVALUATION: Once internships begin, students are expected to provide the Internship Staff with frequent status updates, respond to the Internship Staff's questions and requests in a timely manner, and submit bi-weekly reports by each deadline (see "INTERNSHIP POLICIES" for more details). A database of student internship information including (a) Student location and contact info; (b) Internship provider contact/info; (c) Internship site and responsibilities will be collected and retained by the Nanjing Chinese Flagship Internship Staff.

III. INTERNSHIP POLICIES

A. Expectations

Students are expected to:

1. Communicate frequently with the Internship Staff on concerns or issues regarding internship search or once the internship commences.
2. Work collaboratively with the Nanjing Chinese Flagship Center Internship Staff on securing the internship placement.
3. Acquire the right attitude (“when in Rome”) when searching for and securing internship placements, as finding a perfect match is challenging.
4. Be flexible, open-minded, and realistic about internship opportunities (recognize that many internship providers prefer to have native Chinese students as interns because they feel these students are better versed in the language, cultural comprehension, and professional etiquette). Preferences to a particular city or location in China should not be a reason for turning down a good internship opportunity.
5. Be professional representatives of your domestic institution and the Chinese Flagship Program (show up on time, use a positive and open-minded attitude etc.)
6. Be culturally savvy and appropriate with internship search and when meeting/working with your provider. Remember that your placement is also a process of using “guanxi” (example: changing your mind last minute after confirming your internship placement is viewed to be unprofessional and damaging to the guanxi).
7. Be committed to the internship for a period of at least 4 to 6 months.
8. Submit reports on time to the Internship Staff.

The Nanjing Chinese Flagship Internship Staff is expected to:

1. Serve as gatekeeper, mediator, and follow up contact with students and internship providers. Also serves as the main point of contact for students and internship providers to confirm placement match.
2. Engage Internship providers positively to ensure productive internship experiences for students.
3. Conduct and arrange training seminars and workshops to support student preparation for the internships (specialized discussion topics on working in China, appropriate professional etiquette, shared experiences from former Flagship students etc.).
4. Facilitate internship search by meeting with students, contacting former providers or establishing new relationships.
5. Responsible for monitoring status (internship experience, student’s health, contacting students when necessary) and collecting evaluations from students and internship providers.
6. Conduct site visits to internship sites to meet with providers and students.
7. Provide reports and correspond with American Councils on internship status, issues etc.

American Councils for International Education is expected to:

1. Serve as the administrative support and oversight of the Internship process, under the directions of the Chinese Overseas Flagship Academic Council.
2. Communicate frequently with the Internship Staff on internship status, student progress, and issues.
3. Reports and updates the Chinese Overseas Flagship Academic Council on internship progress and status.

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 to culture and open-minded) and independent, as expected from Flagship students.
3. Responsible for internship credit transfer and articulations. American Councils and the Nanjing Chinese Flagship Center Internship Staff may facilitate as needed.
4. Support Nanjing Chinese Flagship Internship Staff and American Councils in internship placement efforts.
5. Encourage students to investigate all possible existing relationships with Chinese internship providers and share potential internship provider contacts, if available.

Internship Providers are expected to:

1. Provide learning opportunities for Chinese Flagship interns (this may not be the same for all internship opportunities as providers have varying outlooks on foreign interns).
2. Provide evaluations on their student interns on (1) Language proficiency; (2) Cultural readiness and professional etiquette.

B. Overseas Program Timeline

Please note that the academic calendar in China varies.

Fall:

DIRECT ENROLLMENT Late August through Mid January

[Students are expected to arrive by late August for orientation. Classes at Nanjing begin at the end of August or early September.]

INTERNSHIP Early/Mid February (varies due to holidays) – End of July

Spring:

DIRECT ENROLLMENT End of Jan through Feb (varies due to holidays) – Early July

[Students are expected to arrive by end of January/early February for orientation. Classes at Nanjing begin after the Chinese New Year holiday.]

INTERNSHIP Mid July – Mid December (before Christmas)

C. Communication

Students

Student communication with the Nanjing Chinese Flagship Internship Staff is mandatory and should be conducted regularly during the internship placement process, whether via email, over the phone, or face-to-face. Bi-weekly reports are required to be submitted to the Internship Staff once the internship commences (see “REPORTS” for details).

Nanjing Chinese Flagship Internship Staff

The Internship Staff will report to American Councils by submitting bi-weekly reports and conducting meetings via Skype on student progress, status, and issues.

American Councils

Based on the reports submitted to American Councils by the Internship Staff, American Councils Chinese Overseas Flagship staff will submit monthly updates to the Academic Council.

D. Travel

Outside travel during internship

Prior to all overnight travel outside the internship city, students must submit an outside travel form. These forms must be submitted for all personal and business travel during which a student spends one or more nights away from their residential address on file. The form requires students to provide specific train, bus, or flight numbers, a detailed address and contact phone number for accommodations at the destination(s), date(s) of travel, and a means of contacting the student (usually a cell number). After receiving these forms in advance, the internship staff will approve all safe and reasonable requests.

Completing this form will require students to plan in advance. Though travelers in China often purchase train and bus tickets at the station just prior to departure, general plans such as "I will take a late afternoon train from Nanjing to Shanghai" are not sufficient and will not be accepted. Students must provide a specific bus, train, or flight number. If travel plans change, students must call or text internship staff prior to boarding their means of transportation. The following message would be sufficient to inform staff of a modification: "Hi Doug, it's John Smith. I had planned on getting on train G2077 from Nanjing to Shanghai at 12:30, but I missed the train. I changed my ticket and am now going to take train G2079 on the same route departing at 1:30".

The outside travel form procedure is in place to keep students safe in case of emergency. Failure to adhere to this policy will result in disciplinary action.

As cell phones are a primary means of communication between staff and students, cell phones must be ready to use at all times, especially when traveling. This means that the phone must be charged with credit and have sufficient battery. Students are expected to have their phones turned on at all times and also to answer calls and texts from internship staff.

International Travel

As students are not allowed to take discretionary leave during their internships (see "Vacation and Sick Policy"), and therefore only have weekends off, it is unlikely that international travel will be possible during the internship period. However, in the event that international travel is necessary, students must notify internship staff a minimum of one week prior to departure. This will give staff sufficient time to verify plans and inform home institutions of the upcoming trip.

Travel to internship site

Depending on the scheduled date of return to the United States, it may be necessary for a student to report to internship providers immediately following the end of the semester at Nanjing University. Students should consider the internship time requirement when scheduling

their return to the US. Especially for students starting their internships during the summer, any break between final exams and the start of your internship will be contingent upon both your internship provider and the Flagship program time requirement.

Additionally, each student who is relocating to another city outside Nanjing should leave a one week transition period between departing Nanjing for their new host city and the start of their internship. Based on past students' experiences, this transition period is necessary due to legal requirements such as registering with the local police as well as other time-consuming logistical issues associated with moving to a new city.

E. Academic semester completion

Students are required to finish all portions of the academic program/direct enrollment studies before leaving school at the end of the semester. This includes any make up tests, reports, homework, or other missing assignments. A student's eligibility to continue the internship component is contingent upon successful completion of the academic program/direct enrollment studies and positive remarks from his/her mid-program evaluation.

F. Personal Safety and Health

Your safety is our paramount concern. Always use common sense with regards to your safety. Be aware of your surroundings and always let someone know where you are going. In the event of an emergency, the contact process should be as follows:

1. Students should contact the Internship Coordinator first. The Internship Coordinator will work with students to resolve the emergency. If additional support is needed, the Internship Coordinator will contact the Nanjing Center Director.
2. The Nanjing Center Director will correspond with American Councils DC staff to address the emergency and provide updates on the situation.
3. American Councils DC staff will update each Chinese Flagship institutions on the status of their students and inform them when the emergency has been resolved.

EMERGENCY CONTACTS:

NANJING CHINESE FLAGSHIP CENTER, CHINA

QIN ZHANG Director qzhang@nju.edu.cn

DOUG HUGHES, Internship Coordinator dhughes@americancouncils.org

24-HOUR - CELL PHONE: 86-13701464831

Office phone: 025-8337-6561

AMERICAN COUNCILS FOR INTERNATIONAL EDUCATION, WASHINGTON DC

LINDA LARSEN Program Manager llarsen@americancouncils.org

YSABELLA CHEN Program Officer ychen@americancouncils.org

24-HOUR: 1-800-621-9559 OR 1-202-498-3481

Office phone: 202-833-7522

The Flagship Internship staff has one recommendation for students who choose to live with host-country nationals during their internships. When selecting a Chinese roommate, especially if no prior relationship with the person exists, the Flagship internship staff suggests that male students look for male roommates, and that female students look for female roommates. In addition to potential safety issues, roommate situations involving men and women are often culturally frowned upon in China.

G. Confidentiality

American Councils and Nanjing-based Internship staff respect students' privacy and maintain confidentiality concerning medical information. However, if a student is endangering either himself/herself or others, the internship staff and American Councils have a right to share information with the necessary program staff and medical professionals as well as with domestic institutions.

H. Training Workshop

The Nanjing Chinese Flagship Internship Staff will organize mandatory internship training workshops and seminars throughout the semester. All students, prior to departing to their internship site, must attend and complete the trainings. Failure to attend the training workshop and all seminars may result in disciplinary action.

I. Vacation and Sick Policy

In keeping with Flagship Program expectations as well as Chinese business culture, students are not allowed to request or take any discretionary vacation time during their Flagship Program internship.

If a student is sick and unable to attend work, the student is required to contact their direct supervisor and e-mail the internship staff in Nanjing prior to the start of the workday. If a student is unable to attend a second day of work, the student must contact the Nanjing Internship staff by phone prior to the start of the second workday. Students should always notify their direct supervisor of any illness prior to notifying the Nanjing Internship staff.

During the academic portion of the capstone year, it is inappropriate for Flagship students to frequently request time off from class to attend internship interviews. Typically, initial interviews will be conducted over the phone. Students should be able to schedule most interviews outside of class time without significant difficulty. Students are allowed to request a maximum of three excused absences from class to attend interviews. Requests for this kind of absence must be submitted to the Program Director in writing well in advance.

J. Termination

In extenuating circumstances, a student may be allowed to terminate an internship placement. This action will be taken only with the final approval of the Nanjing Internship Staff after meeting with the student, Internship Provider, and the student's domestic institution and only after it is agreed that it is in the best interest of all those involved

Participation in the Overseas Flagship Program requires that students are in good physical and mental health throughout their time in China. Health issues that during the capstone year may render a student unable to complete the program. In the case of an illness that affects student safety, American Councils and the Flagship internship staff will make recommendations concerning the student's continued participation in the capstone year to the relevant parties involved.

K. Internship Compensation

Flagship students obtain an X-type student visa in order to attend the Chinese Overseas Flagship Program. According to Chinese law, foreign passport holders on an X-type visa may not receive work related compensation or benefits. Students are only allowed to work as uncompensated interns while using an X-type visa.

Some Chinese companies may require students to sign an internship contract. If students are asked to sign a contract, they must first carefully verify that the text contains absolutely no stipulations concerning compensation or benefits. If students do sign a contract, the document should be scanned and immediately provided to Flagship internship staff.

In a worst case scenario, signing a contract that mentions compensation could result in a student being instructed to leave the country by the Chinese authorities.

L. Evaluation

Evaluation is an important component of the overall internship process. Please be diligent with submitting the evaluation reports on time as they will be a part of your overall grade.

Students

Upon placement, students are required to submit mandatory biweekly reports (via email) to the Internship staff (2 reports per month for a total of 8 that include, but not limited to: (a) brief update on status (how the student is doing, health concerns, safety etc.); (b) summary of student's internship experience so far; (c) whether or not the student need to be contacted, (d) Chinese language use and improvement, (e) special assignments at the student's internships (travel, meeting clients), (f) additional remarks.

In addition to the eight bi-weekly reports, students must submit a final report during the last week of the internship to the Nanjing Chinese Internship Staff. Students will evaluate their overall internship experience, including but not limited to: (a) Language usage; (b) Cultural exposure; (c) What did you enjoy or did not enjoy; (d) Preparation; (e) Support from staff. During the last week of their internships, the students are also responsible for ensuring that internship provider's evaluation forms are submitted to Nanjing internship staff by their internship provider.

The Nanjing Chinese Flagship Internship Staff

The Internship Staff will provide an overall evaluation and grade on the students on the following criteria:

- (a) Timely submission of completed biweekly reports (40%)
- (b) Timely submission of completed student final report (20%)
- (c) Timely submission of completed internship provider evaluation form (students are responsible for making sure the providers return the completed forms to the Nanjing Chinese Flagship Internship Staff by the deadline) (20%)
- (d) Frequency of communication and updates, as well as timely responses from students (10%),

(e) Student's overall behavior and attitude during the search and placement process, including all training sessions (10%).

A copy of this evaluation and grade will be kept on file with the Nanjing Flagship office.

Internship Providers

Prior to student departure, the providers will be given final evaluation forms from their respective interns. The providers will be requested to submit the evaluation forms back to the Nanjing Chinese Flagship Internship Staff. Providers will be evaluating the students on (a) language proficiency, (b) cultural readiness, (c) professionalism, (d) other remarks.

M. Post-Program Assessment

All Chinese Flagship students are required to participate in the post-program assessment, which is similar to the pre-program assessment process. The required tests are as follows:

1. Oral Proficiency Interview (OPI) to be scheduled through BYU Chinese Flagship Center via email (taken in China or in the U.S.);
2. HSK test to be completed before students depart China at the end of their internship;
3. Online reading and listening tests to be scheduled through American Councils for International Education via email;
4. Additional tests as required. Some students will have tests related to their individual scholarship or fellowship. There may also be an additional listening and reading test battery, (please see "OVERSEAS PROGRAM TIMELINE" for more information).

Please Note: These tests require a significant time commitment from students. Program Staff make efforts to find mutually convenient times to schedule assessment, but students will need to be flexible due to the large number of program participants. With this in mind, all Flagship students should be flexible and allot time after their internship concludes to complete testing before departing either from China back to the US or from their host city to travel after the program.

IV. APPENDICES

A. Initial Internship Questionnaire

PLEASE RETURN THE COMPLETED FORMS TO AMERICAN COUNCILS DC OFFICE.

To help us learn more about your internship goals, please complete this questionnaire.

Name of Student (English/Chinese): _____

Domain Interest

A domain interest is not the same as your major. Responses such as "business", "Chinese", or "computer science" do not narrow a job search down to a manageable task. Responses such as "international fashion marketing", "teaching Chinese as a second language" and "web development and design" help to identify a list of companies that relate to a student's domain interest. Please provide as specific of a response as possible.

My domain interest is: _____

Please list three goals you want to achieve during your internship.

Please give specific and achievable responses such as "master enough specialized vocabulary to deliver a 10-minute presentation on China's environmental protection laws".

1. _____

2. _____

3. _____

Internship Timeline

The Overseas Flagship internship component lasts between four and six months' time. Generally, Fall semester students begin their internships just after the Spring Festival holiday, while Spring semester students begin their work shortly after the end of final exams.

Please provide your expected timeline with your intended departure date from China following the completion of your internship:

Existing Connections

As you know from studying Chinese culture, relationships are very important when doing business in China. One of the most valuable assets when searching for an suitable internship is connections. We ask all students to think long and hard about what connections they might have in China. These connections can be made through parents, friends, professors,

coworkers, fellow church goers, alumni networks, and any other people in your life with ties to China. Once you have clearly laid out your domain interest, please investigate the network of people around to see if you have untapped resources before you leave for China.

After investigating, please provide some information on the contacts and connections you have in China (Name of company, name of contact, email, phone, etc).

Internship Location

Students sometimes have specific preferences in terms of the geographic location of their internship. The Nanjing Flagship internship staff work to help students secure internship in their desired location if possible. However, the Nanjing staff value an internship's relevance to your domain interest more than its geographic location. Students will need to be flexible when it comes to a preference for a certain city or region.

If possible, I prefer to intern in _____

- | | | |
|--|-------------------------------------|------------------------------------|
| <i>Have you ever applied for a job?</i> | <input type="checkbox"/> <i>Yes</i> | <input type="checkbox"/> <i>No</i> |
| <i>Have you ever interviewed for a job?</i> | <input type="checkbox"/> <i>Yes</i> | <input type="checkbox"/> <i>No</i> |
| <i>Have you ever had a job?</i> | <input type="checkbox"/> <i>Yes</i> | <input type="checkbox"/> <i>No</i> |
| <i>Please circle all that apply: Full-time job / Part-time job / Seasonal (summer) job</i> | | |
| <i>Have you ever worked or interned in China?</i> | <input type="checkbox"/> <i>Yes</i> | <input type="checkbox"/> <i>No</i> |

B. ACKNOWLEDGEMENT FORM

PLEASE RETURN A SIGNED COPY TO AMERICAN COUNCILS DC OFFICE.

I HAVE READ AND UNDERSTAND THE CHINESE FLAGSHIP INTERNSHIP MANUAL. BY SIGNING IT, I ACCEPT THE TERMS AND CONDITIONS IN THE INTERNSHIP MANUAL. FAILURE TO COMPLY WITH THE AFOREMENTIONED POLICIES MAY JEOPARDIZE YOUR STANDING IN THE CHINESE FLAGSHIP PROGRAM.

Student Name (please print): _____

Domestic Home Institution (please print): _____

Student Signature: _____

Date:

Nanjing Chinese Flagship Internship Staff: _____

Date: