



International Business in China Internship Handbook

Internship Program Overview

The Alliance for Global Education offers students the opportunity to enroll in our Internship course and earn academic credits while acquiring valuable hands-on professional experience. Alliance for Global Education internships are designed to help you achieve three main goals.

First and foremost, the purpose of the Alliance for Global Education internship experience is to bring together the best of academic and experiential learning—allowing you to pursue an area of interest to you both through faculty-supervised research and writing and through immersion in a professional context that is relevant to your broader intellectual interests. The Internship course is designed to help you balance and bring together the academic study of an area with its real-world applications, while at the same time allowing you to develop valuable professional skills, develop a holistic understanding of the field in which you work, and network with professionals in your chosen field—culminating in a research project related to your work that consolidates what you have gained over the course of your internship experience.

Second, doing an internship will help you experience what it is like to work in China. Over the course of your internship, you will adjust to a workplace culture that may be quite different from what you have experienced before, adding valuable cross-cultural and culture-specific skills to your professional competencies. Many employers and graduate programs highly value candidates with experience working in diverse environments. Taking on the challenge of working overseas helps you demonstrate your adaptability and resilience.

Third, doing an internship will help you improve your Chinese language skills. In some placements, the working language is Chinese, while in other placements, the working language is English. Regardless of the working language at your internship placement, you will be using both your Chinese and your English language skills. We encourage you to use your Chinese language skills as much as possible, and we will help you develop strategies to improve your Chinese skills on the job.

Course Description

INTS 380 Internship (3 Credits)

All students may apply for an Alliance internship, with the understanding that placements are highly competitive. Students with at least three semesters of Chinese will have the greatest range of possible

placements, but other foreign languages or professional skills may assist in the placement process as well. Interns are placed in Chinese, joint-venture, or foreign-owned companies and not-for-profit organizations. Interns spend approximately 10-12 hours per week (or 105 hours a semester) at the internship site and complete a final academic paper (10-12 pages) and with an accompanying oral presentation. Internships are supervised by a faculty advisor who meets with students at least twice individually and at least three times as a group.

Internship Course Requirements

Internship course deliverables include:

1. Work Journal –completed daily; to be submitted three times over the course of the term
2. Detailed proposal and outline for your final paper (1-2 pages)
3. Oral presentation on your internship placement and academic paper (Accompanied by PowerPoint)
4. Final paper on your academic research topic (10-12 pages)

Grading

You will receive a letter grade upon completion of the course. This letter grade appears on your official transcript for the Alliance for Global Education program. Alliance for Global Education programs follows a standard grading policy well-accepted by most US educational institutions.

Your grade will be based on the following:

Work performance	15%
Work journal	15%
Oral presentation	20%
Final paper	50%

The grade for your final paper, which takes into account your preparation with your faculty advisor and the written work itself, contributes 50% of your grade for the course. The faculty advisor grades all components of your performance in the course except the evaluation of your work performance by your supervisor at the internship placement, which contributes 15% of your final grade for the course.

Excellent	A	93-100%	Good	B+	87-89%	Acceptable	C+	77-79%
	A-	90-92%		B	83-86%		C	73-76%
				B-	80-82%		C-	70-72%
						Unsatisfactory	D+	67-69%
							D	63-66%
							D-	60-62%
						Failing	F	<60%

Class Meetings

You are required to attend three class meetings over the course of the term. These meetings include the Faculty Advisor, often the Resident Director, and the other students enrolled in the Internship course. Class meetings include classroom-based sessions as well as field visits.

You will also have two individual meetings over the course of the term with the Faculty Advisor to help you develop your academic project. You may meet with your Resident Director as often as required.

Time Commitment

You will spend 10-12 hours per week at your placement. You should be aware that the time required to complete this course will be greater than the time required for the other courses that offer the same number of academic credits. In addition to the required weekly work hours, you need to commute to and from your internship placement. In Shanghai, travel times can be up to an hour or an hour and a half each way. You should be aware that in many cases the most appropriate placement will be in one of the business districts far from the SUFE campus. Some organizations require that you complete all of your hours on-site, while others allow you to complete some of your hours off-site. Overall, though, you should be prepared to invest more time in the internship experience than with traditional academic coursework.

Are internships paid or unpaid?

All internships are unpaid. Some organizations may proactively offer a modest stipend to cover your lunch and daily transportation costs.

Internship Placements

We have placed previous Alliance students in internships across a variety of fields, including business, education, environmental protection, public health and the nonprofit sector. Placements depend on organizational availability and students' background experience, professional skills, and Chinese language ability. Internship placements may be quite competitive; usually, students with advanced Chinese language skills and strong work experience have a better chance of being placed at a more competitive organization. However, we will make every possible effort to place students with lower levels of language skill in appropriate settings as well. Final internship decisions are made in Shanghai, based on placement availability and candidate interviews.

It is important to understand that internships are not as common in China as they are in the U.S. You might be the first intern to have been placed with your particular organization, and the placement could have taken many weeks to arrange. We do our best to find the most suitable placement for you, based on the Internship Intent Form that you submitted as part of your application to the Alliance for Global Education's Shanghai Program, but semester internships cannot be guaranteed, nor can placements at a student's first choice for summer and semester internships be guaranteed.

Interviews

After reviewing your Internship Intent Form, we identify a suitable placement for you, individually matched to your expressed interests and learning goals. In most cases, you can expect to have an interview with your proposed placement organization during your first or second week in China. Prior to your interview, you will be given detailed information about the internship organization and any further background information that may assist with your interview process. However, you are also encouraged to research the organization on your own. If there have been any relevant changes to your background, qualifications, or academic interests since you submitted your application, you must tell your Resident Director during your first meeting.

Internship interviews vary considerably in style. The purpose of the interview 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 fulfill its requirements. The interview may be held in English or Chinese.

Confirmation of Placement

Usually you will be informed within a week after the interview whether or not you have been accepted for the internship placement. In some cases, you will be told at the interview; in others, the organization will want to consider your application in more detail, interview other candidates, or discuss specific arrangements first. When the placement is confirmed, you will sign an Internship Learning Contract with your Internship Supervisor (see Appendix). As soon as the placement is confirmed, you will start working 10-12 hours per week at your placement.

It is 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. Previous Alliance students who have demonstrated their commitment to their work have been rewarded with increasing levels of responsibility, more opportunities to take part in interesting activities, and outstanding letters of recommendation.

Changes in Placement

You may find after some time on the job that your internship placement does not seem to be a good fit for your learning goals. If this is the case, please raise your concerns with your Resident Director immediately. Your Resident Director will help you troubleshoot the situation, liaise with your internship placement, and or attempt to identify an alternative placement if that is appropriate and/or possible. Please be aware that alternative placements may take some time to arrange, however, and the need for a second interview will mean additional delay and uncertainty. Given these factors and the competitive nature of internships in China, it may be advisable to find a way to make your current internship

placement work—flexibility and adaptability are, after all, an important part of the skill sets you acquire through living, studying, and working abroad!

Supervision of Internships

You will receive close support and supervision from Alliance staff and faculty, as well as from your Internship Supervisor. Here is a brief summary of the roles of the people you will be working with over the course of your internship:

Faculty Advisor

The Faculty Advisor is primarily responsible for leading the academic component of the Alliance Internship course. As described above, the Faculty Advisor meets with students individually and as a group over the course of the term, offers guidance on the required oral presentation and academic research project, and evaluates students' performance in the course.

Resident Director

Your Alliance Resident Director coordinates internships. The Resident Director works with the Faculty Advisor to identify possible internship placements and organize class meetings and field visits.

Internship Supervisor

The Internship Supervisor works day-to-day with you at your internship placement. He or she introduces you to the workplace, guides you in your daily work activities, and supervises your performance onsite. In addition, your Internship Supervisor prepares your Internship Placement Evaluation, which determines 15% of your grade in the course.

Internship Deliverables

Work Journal

You are expected to keep a weekly work journal throughout your internship, and submit it to your Faculty Advisor and Resident Director 3 times over the course of the term. This will allow the Faculty Advisor and Resident Director to follow your progress and help address any problems that you might be encountering.

This is to be an analytical journal. This means recording your experiences, and then adding your thoughts, reflections, interpretations and analyses of your experiences. Part of the emphasis should be on cross-cultural experiences. If you have worked in American work settings, what differences do you observe between American and Chinese workplaces? What similarities do you see? What is difficult or challenging about those differences, and what do you think you can learn from them?

Your journal should include:

- **A record of your activities, observations and interpretations.** 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. You should use your work journal to record 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?
- **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.
- **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? What have you learned about your area of academic interests?

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 evening.

Oral Presentations

You will be expected to introduce others to your internship organization. What kind of organization is it? How is it structured? How large is it? What products or services does it provide? Who are its customers or beneficiaries? What role does it play in its sector? What comparative advantages does the organization have? What disadvantages?

You will also be expected to share your academic project with others. Why did you select the topic that you selected? How did you go about researching your topic? How did your experience at your internship contribute to your understanding and knowledge of that subject area?

We highly recommend that you use PowerPoint slides and/or other visual aids to make your presentations.

Final Paper

The academic project is intended to bring together the academic and experiential components of your internship experience. It should span the personal, professional, and intellectual elements of your internship experience, and be self-reflective while at the same time placing the experience within broader, national, cultural, economic, and academic contexts.

Your paper should be about 10-12 pages, structured according to your outline and organized into logical sections. We will expect you to:

- Ask an interesting question
- Construct a coherent argument using evidence to support your points
- Demonstrate your ability to use a range of sources in independent research
- Demonstrate in-depth knowledge of your chosen subject area
- Tie in the experiential elements of your internship experience with the academic subject you are exploring

It is only possible to do your academic project justice if you start work early and work methodically throughout the program. Your Faculty Advisor and Resident Director can give you good advice on the methodology, structure and presentation of your project – so use them to help you write the best paper you can!

How to Choose Your Topic

In general, we recommend that you choose a topic that interests you. This course offers you a lot of flexibility to explore something that you are personally interested in learning more about. That said, your topic must be related to the work that you are doing in your internship placement. Topics indirectly related to your specific work but directly related to what your organization does are acceptable.

We also recommend that you choose a topic that is not excessively ambitious. You may wish to write about a broad topic (e.g., endangered species conservation), but you will need to break it down to a more specific analysis (e.g., community participation in Amur leopard conservation efforts in Jilin Province).

You will be expected to submit your topic and a detailed outline of your final paper well in advance of the final project due date. We do this to make sure that you have plenty of opportunities to discuss your ideas for topics and get feedback on how to proceed before you sit down to write your research paper.

How to Find Information about Your Topic

You may find important information about your topic:

- At your internship placement (e.g., office library, documents, journals, websites);
- From people around you (e.g., your supervisor, colleagues, customers or beneficiaries);
- Electronic library resources (e.g., electronic databases, online journals);
- Physical library resources (e.g., books, journals, periodicals).

Be sure to find out where information for your project is located as soon as possible in case there is a waiting/ appointment/ delivery time involved. Your Faculty Advisor and Resident Director may be able to help you here.

How to Choose Your Research Method

Your academic project may follow one of the following formats:

- Report
- Case Study (e.g. person with an illness; company with a particular strategy; policy with a particularly controversial aspect)
- Research Study
- Video/Audio/Model
- Other? (Please discuss with your Faculty Advisor and Resident Director)

How to Structure Your Paper

In structuring your paper, you may wish to:

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

Your Faculty Advisor and Resident Director 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.

Citing 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. Guidelines for ensuring academic honesty are provided in our Code of Academic Integrity.

In preparing your citations, you may choose a style that is appropriate to your field (APA, MLA or ASA). When you submit the outline for your final paper, you will need to include mention of the citation style that you intend to follow.

Human Subjects

As you are conducting interviews, please also be aware of ethical guidelines for conducting research using human subjects. This is spelled out in our Guidelines for Human Subject Research, but the rule of thumb is that your research should not cause harm to anyone participating in it. Please be aware of and sensitive to these concerns, and discuss any questions with your Faculty Advisor, Resident Director, or home school Academic Advisor.

Some Final Tips for Preparing Your Academic Paper

- 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
- Keep to page limits.
- Use standard margins, fonts and formatting.
- Provide a bibliography.
- Don't be afraid of using the first person point of view, but do so thoughtfully, carefully, and effectively, as an additional source or perspective that informs your experience and conclusions. Using the first person is a key element in bringing an experiential dimension to your academic work, but it must be done thoughtfully and framed carefully.

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 divulge information that is sensitive or confidential;
- To be compromised in any way by your project,
- To be asked for "time off" to finish work on your academic paper.

The Alliance for Global Education | Internship Learning Contract

全球教育联盟 | 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: _____

The Alliance for Global Education | Internship Placement Agreement

全球教育联盟 | 实习分配协议书

I, _____ (Student Name) hereby accept an internship placement with
_____ (Organization) beginning on _____.

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 Resident 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 10 hours per week. 我保证将在实习单位每周出勤 10 个小时。
- I will endeavor to complete all assigned work in a professional and conscientious manner and will respect professional discretion and confidentiality where necessary and appropriate. 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 my Resident 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 项目主任。

I understand that the main purpose of my internship placement is an educational one. I realize this is not a job, but an opportunity for me to learn more about Chinese organizational behavior and work culture. 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, and that this will contribute to my grade. 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: _____

SUFE and Public Security Bureau documents

The next two documents are examples of those required by the Chinese government for all student interns. We will provide you with the actual documents. You must have these filed and an additional stamp added to your passport and residence permit in order to be legal. Please follow the example provided.

The procedure for applying for your residence permit and internship stamp is as follows:

- 1) Physical check (RMB 470 Take 4 business days)
- 2) Make student resident permit in Visa office (RMB 400 Take 7 business day)
- 3) Fill the SHUFE internship forms and get the chop from Internship company.
- 4) Send the internship forms to SHUFE ICES, and ICES make the internship certificate (take 2 weeks)
- 5) Get the copy of internship certificate and application letter form SHUFE ICES
- 6) Go to visa office to make internship visa (RMB 200 Take 7 business days)

Here are the instructions of how to fill the SHUFE internship forms:

Form 1:

外国留学生教学实习单位指导意见书

贵单位在接受外国留学生教学实习期间，请勿给予实习者任何劳动报酬（车贴、餐贴除外），并协助提醒、督促实习外国留学生，实习之前应办妥居留许可加注，随身携带护照等相关身份证明证件以备查验。

本单位已知晓意见书相关内容。

Please get your internship company chop

(单位印章)

____年__月__日

注：本意见书请院校留学生管理部门妥善归档以备查验。

Form 2

外国留学生校外实习证明

市出入境管理局：

兹有__**Name of University: 上海财经大学**____ (学校名) 外国留学生 (护照姓名：__**Passport Name**__;国籍：__**Nationality**__; 护照号码：__**Passport Number**__;居留许可号：__**Resident Permit Number**__); 学生类别_**Type of student: 语言生**____; 专业：__**Major**____) 于：__**Your internship first day and last day**__年__月__日至__年__月__日期间，在____ (省、市、自治区) __**上海**__ (地级市) __**Internship Company Address**__ (地址) 的__**Internship Company Name**__(单位)开展校外教学实习活动。

特此通报。

(院校留学生管理部门印章)

____年__月__日

注：本证明请院校留学生管理部门妥善归档以备查验。

We will provide you with legal copies to be filled out, signed and chopped. These are examples for your reference:

外国留学生教学实习单位指导意见书

贵单位在接受外国留学生教学实习期间，请勿给予实习者任何劳动报酬（车贴、餐贴除外），并协助提醒、督促实习外国留学生，实习之前应办妥居留许可加注，随身携带护照等相关身份证明证件以备查验。

本单位已知晓意见书相关内容。

(单位印章)

____年__月__日

外国留学生校外实习证明

市出入境管理局：

兹有_____（学校名）外国留学生（护照姓名：_____；国籍：_____；护照号码：_____；居留许可号：_____；学生类别_____；专业：_____）于：____年__月__日至____年__月__日期间，在____（省、市、自治区）_____（地级市）_____（地址）的_____（单位）开展校外教学实习活动。

特此通报。

(院校留学生管理部门印章)

____年__月__日

注：本证明请院校留学生管理部门妥善归档以备查验。

The Alliance for Global Education | Internship Placement Final Evaluation

全球教育联盟 | 学生实习评估

We ask that this form be completed by the host supervisor and submitted directly to the Alliance Shanghai Center by _____.

请实习单位负责人填写此表并于**周三12月16号**交回给Alliance上海中心。

Student Name 学生姓名: _____

Internship Placement 实习单位: _____

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

Please provide us with 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 student with excellent performance 各方面均很出色
B	A good student who has made a good contribution through his/her work 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/负责人姓名: _____ Date/日期: _____

Please mail or e-mail the completed form to the Alliance for Global Education's Shanghai Resident Director.