

Internship

(Volunteer Work)

Description:

Internship (volunteer work) is considered an important part of students' study abroad experience. By working with American expats and Chinese professionals alike, students are expected to gain valuable first-hand experience about the Chinese economy and society. The program will help students for arrangements if they have two full-days available per week during the semester and indicate their preferences during class pre-registration. It will be fine for students to find their host on their own. Students won't receive any payment. For some schools, students' internship may be considered as one course, and students may receive 3 credits after fulfilling the class requirements.

Requirements:

- a. Working around 180 hours, namely two days a week during the semester.
- b. Attendance of internship seminars.
- c. Evaluation on working performance from supervisor.
- d. Internship paper.

Major Types of Internship (volunteer work):

- a. Business
- b. Law Firms
- c. Media
- d. NGO and Non-Profits Organizations
- e. IT

Grading:

The final grade will be decided by three parts:

1. Work performance, 70%, which will be graded by internship supervisor thru an evaluation form;
2. Attendance for seminars: 10%.
3. Internship paper—20%
- 4.

Note: 1. Attached is a sample of evaluation form.

2. The schedule for internship seminars vary from semester to semester.
3. Students will receive a guideline for their internship paper in a due time.

Internship (Volunteer Work)

Evaluation Form

(This section to be completed by student)

Intern

Name:

Internship

Organization:

Supervisor Information

Name:

Phone:

Email:

(The following part should be filled out by internship/volunteer work supervisor)

Please write a short narrative with respect to the following items:

1. Briefly, what are the types of work assigned to the student during the semester?

2. Was the student able to complete a suitable portion of the assignments? Were you satisfied with them? (If not, please explain.)

3. How would you rate the following skills as demonstrated in the assignments that the intern performed?
 - (a) Research skills(ability to gather relevant information in a systematic manner):

 - (b) Analytical skills (analysis and application in a problem-solving situation):

 - (c) Written expression:

- (d) Initiative:
 - (e) Personal organization:
 - (f) Dependability:
 - (g) Promptness:
4. Did the intern save a good personal relationship with his/her fellow workers?
 5. What traits may be of particular help in his/her future work experience?
 6. What traits may hinder the intern in his/her future work experience?
 7. What is your overall evaluation of the intern (in terms of adaptability, competence, personality, general skills)?
 8. Would you like to employ another student intern from our program in the future?

Yes	No	other (explain)
-----	----	-----------------
 9. If you feel comfortable assigning a letter grade for this intern, please do so here by using the A-F rating scale:
 10. Overall/additional comments, which we may use in writing recommendation letters for this student in the future:
-

Your signature _____

Date _____