



The China Internship Program Beijing – Shanghai

Why Intern in China?

Almost 30 years ago China began the process of economic reform taking the country on a path from a poor and introspective communist backwater, to one of the world's most important economies.

China's influence cannot be understated. Chinese companies have bought up and now own some of the world's most famous brands, while goods manufactured in China fill Western households. China's remarkable development has an impact on people all over the globe.

There is no better way to get a glimpse inside real China than to work in a company or organization. The practical experience and networking opportunities alone will enhance any future career, let alone provide a standout international component to a resume.

THE PROGRAM:

Students are able to undertake internships through the following Study Asia programs:

1. Summer Internship Program (13th June – 24th July 2010)

This program consists of a 6-week full-time internship placement. Students can combine the placement with a 2-week intensive Mandarin For Business Language program prior to the internship.

Cost: \$3,900 – 2009 (2010 fees TBD)

2. Semester Internship Program

Students may choose a full-time placement ranging from 2 to 6 months.

Cost: Cost is determined by program length. Please contact Study Asia for more details.

3. Study Abroad Semester incorporating Internship

Students undertaking a semester through Study Asia at any one of our China partner universities may choose to combine their study with a 2-day per week part-time internship over the course of the semester.

Cost: There is an additional \$500 cost for an internship undertaken as part of a regular semester abroad through Study Asia. For semester study abroad costs please refer to www.educationabroadnetwork.org.

All three programs combine a quality placement inside a company or organization with local support staff, guaranteed accommodation, in-country orientation, Chinese cell phone, extensive pre-departure information, visa services and many other services designed to ensure your experience is one of the highest quality.

LANGUAGE:

Mandarin is not essential for any intern placement. For interns who have no prior knowledge of the Chinese language, or interns who would like to improve their current level of Mandarin, we offer tailored "Business Mandarin" courses which will prepare interns for their work experiences. Students undertaking the Summer or Semester Internship programs have the option of taking these courses for 20 hours per week prior to their internship. Students may undertake 2 to 4 weeks of Language Instruction prior to the placement.

TYPES OF PLACEMENTS:

Internships are available in most academic disciplines. Interns are expected to perform real job roles with real responsibilities within the organization. Applicants are matched to a company or organization based on information provided in the application. Most organizations will still interview upon arrival in China to ensure compatibility between the intern and the job role. Students have been successfully placed in the following industries:

Business, Banking, Fund Management, Financial / Accounting, Administration, Public Relations, Advertising, Media / Journalism, Health Care, Architecture, Aerospace, Retail, Hospitality, Real Estate, Medicine, Engineering

If your area of interest is not listed, feel free to contact us for availability.

SAMPLE OF PREVIOUS PLACEMENTS:

Business type: PR firm specializing in automotive and household appliances

Placement: Public relations including print and media advertising

Business type: International event planning firm

Placement: Event planning and coordinating for a major fashion show

Business type: Recruiting and outsourcing

Placement: PR, marketing, communications and financial planning and analysis

Business type: Graphic design firm

Placement: Advertising and graphic design

Business type: International law firm

Placement: Document editing and research

Business type: Business solutions

Placement: Marketing and sales support

*Company names withheld for the privacy of our partners

ALL PROGRAMS INCLUDE THE FOLLOWING LIST OF SERVICES:

Program Manager, Resident Directors and On-going Support

All interns are monitored and supported throughout their internship. Students are in regular contact with our China-based staff in both Beijing and Shanghai through email and phone contact. Interns complete feedback forms at regular intervals and all interns undergo a debriefing session. This process enables us to ensure both interns and host companies are satisfied with the experience. Our China-based staff are career educational professionals able to impart local knowledge and provide advice on any issue interns may have. Our staff are available 24 hours a day to deal with any type of emergency or incident. Examples of China-based staff are as follows:

Joanne Wong, Manager, China Programs – Joanne has been involved in international education for over 15 years. For the last 10 of those years, she has been very active in developing networks within China. In addition to being the China Programs Manager for The Education Abroad Network, Joanne is the Director of an international education company which fosters cultural awareness through teaching and internship exchange and has responsibility for the operations in China. She has established a network of quality education providers in China, as well as strong links to government which are now an integral part of the program. Her experience and knowledge of international education in China has been a great asset to The Education Abroad Network.

Solaro Chan, Resident Director, Beijing – Solaro was born in Calgary, Canada and grew up on the west coast in multicultural Vancouver, speaking 4 different languages (English, Mandarin, Cantonese, and French). He completed his BA (Economics) at University of Victoria and attained a TEFL certification prior to moving to China in 2004. Since then, he has worked in the education and youth travel industry where he has managed over 1000 travelers from around the world to experience the Chinese culture. Solaro has worked as support staff for The Education Abroad Network since 2008, and took over the role as Beijing Resident Director in the Spring of 2010.

Ramona Liu, Resident Director, Shanghai – Ramona is a native Chinese, and has extensive international and cultural experience through her studies and professional career. Fluent in English, Ramona obtained her Bachelor of Economics in 1992 from Shenyang University in China, before moving to Australia. She then lived in Australia for 5 years, during which time she obtained her Masters of International Business from the University of Wollongong. In her professional career, Ramona has worked extensively with multinational companies focusing on sales and marketing, business development, and training and consultation. Her academic background and professional experience allows her to effectively advise overseas students, as she understands their needs while studying in China. Ramona joined The Education Abroad Network as the Shanghai Resident Director in the Spring of 2010. In addition to our Program Manager and Resident Directors, we also utilize a number of support personnel in the form of Student Liaisons and Staff Assistants.

Guaranteed Accommodation

Accommodation is located close to major public transport for ease of commuting to work. Interns are housed in fully furnished apartments with a weekly cleaning service. Interns are able to cook and prepare meals in their own kitchens. Housing is in security compounds with wireless internet and telephone service. Our accommodation makes for a very comfortable base from which to explore the city and make the most of your internship in China.

Orientation

All interns will undergo an in-country orientation to familiarize themselves with their surroundings and workplace expectations. Our 2-day orientation allows interns to meet others on the program while receiving information and guidance on all aspects of living in China and successfully participating in the internship. They will meet our Resident Directors and support staff in an informal setting that assists with the transition into their internship.

Welcome Pack

All interns will receive a welcome pack upon arrival to China. The Welcome Pack contains a range of information to assist students such as city guides, maps, workplace expectations and all contact information for local staff.

Emergency Contacts

All of our interns living in China have a 24 hour, 7 days a week point of contact number should they need help with any issue that may arise. Interns also have the opportunity to visit the Beijing office within working hours and meet with members of staff for support or advice related to their internship, accommodation, life-style or visa related issues, among others.

Trips / Social Activities

Our in-country staff arranges optional trips and social activities for interns. The trips are a mixture of various tourist locations plus great sites typically known only to locals. Social activities include visits to local theatre, restaurants and cinemas. Both the trips and the social activities are a great way to socialize with other interns, locals and people from around the world to make great new friends.

Medical / Travel Insurance

Study Asia includes a medical insurance policy for all participants. In addition, students are advised to arrange for extra travel insurance for any items of value they may be traveling with.

Airport Reception

Study Asia arranges airport pickup in Beijing and Shanghai through our local staff members. All our cars are driven by fully licensed drivers in private cars who will take applicants to the doorsteps of their accommodation.

Group Flight

For Interns on the Summer Program a discounted group flight is available. This allows interns to meet others from all over the US who are participating in the program, while also affording an economical option.

Visa

Study Asia utilizes visa specialists to ensure you enter China with the correct visa. As a Study Asia intern, you have the opportunity to apply for a special program visa entitling you to do an internship in China for periods up to a year. This is due to the special relationship that we have with our placement host companies and the Government. Participants on the internship program can enter China on an "F" visa, intended for business and cultural exchange. Mandarin study is also permitted under this visa sub-class. The visas are linked to the program and should not be used to obtain other work in China.

Mobile Phone / Cell Phone

All program participants are issued with a local Chinese cell phone connected to a local network or a local SIM card. Call costs are the responsibility of the intern but as all incoming calls are free, interns have the peace of mind in knowing anyone can reach them at any time. Our local staff will assist with any cell phone related issues you might have.

FREQUENTLY ASKED QUESTIONS:

What is an Internship? An internship is a custom-designed period of unpaid training within an organization in China. Interns work alongside industry professionals in a supervised environment allowing them to gain optimum experience before committing themselves to the field of work.

Who does an internship? Generally recent university graduates and current undergraduates looking to build on their studies, internationalize their resume with overseas professional experience, improve their business Mandarin skills, or gain academic credit for their field of studies. An internship may appeal to anyone who is looking for personal and professional development whilst enjoying the color and culture of China.

What are the benefits of internship?

- Hands-on professional work experience in a carefully selected company.
- Build industry contacts and relationships.
- Gain credit towards university degrees with the right experience.
- A guaranteed reference from a recognized company.
- China Internship Program, recognized certificate.
- Experience and knowledge living in a different country.
- A stepping stone into the work force with the qualifications and experience to make interns stand out from the others.

Are the internships paid? No. Most internships in professional fields are unpaid and are primarily designed for participants to gain experience in chosen fields within the Chinese work environment. One exception to this standard is the hospitality internship which has a special allowance for interns.

Who can participate in the Study Asia China Internship Program? Study Asia will accept applications from students enrolled in a degree granting tertiary institution. Students should also be in good academic standing.

What are the application requirements for the Study Asia China Internship Program? Students must be currently enrolled in a degree granting tertiary institution, and be in good academic standing. In addition, students are also required to submit a Resume, Letter of Intent, at least one Letter of Recommendation, as well as additional supplemental materials. For full application requirements and instructions, please feel free to contact us directly.

What industries can I do an internship in? Study Asia works with over 2000 companies across popular industries and professional fields. We will tailor an internship to suit applicants in their industry of choice. (Please refer to "Types of Placements" to see if your interested field is available; otherwise please contact us to enquire about specific industries).

Can I receive academic credit for my internship? Yes, in some situations. Our programs are designed to satisfy your university requirements. Any student requiring academic credit for their internship is asked to simply advise us of this need when applying for the program.

What kinds of companies do you work with? We work with a whole range of companies from boutique companies to large multinational organizations. We also partner with many of China's schools, universities, government departments, research institutes, and international and local charities.

What kind of work can I expect to do? As all of our internships are tailored to suit each applicant, applicants can expect to be involved in tasks and projects that relate specifically to their industry. Internships will be designed to enhance your knowledge in a specific field, to challenge and foster interests in other departments, and to gain a complete understanding of the company. The degree of responsibility and the level of specialization in applicant's roles will be based on knowledge, skills and academic achievements shown by interns.

How often will I be at my internship placement and during what hours? A typical work day in China is usually 9.00am to 5.30pm. The Summer Program and Semester Program are 5 days per week while the Study Abroad with Internship program is usually 2 days per week.

Will I have a contact person throughout my internship? Yes. Interns will be assigned a supervisor at their host company. In addition, our China-based staff are available at any time for assistance. We offer ongoing monitoring and support, while also maintaining regular contact with interns and their supervisor throughout the placement.