

UNIQUE INTERNSHIP OPPORTUNITIES

THE CHENGDU AMERICAN CENTER FOR STUDY ABROAD

Students applying to study at the Chengdu American Center for Study Abroad should express interest in an internship by simultaneously completing a separate, internship application form on the Study Abroad Program Management System (SAPMS). Likewise, students must upload their resume, one professional photo, and one letter of recommendation for review by g-MEO and by the receiving organization. In some cases an online or in-person interview may be requested.

Students accepted to the program are eligible to apply to one or more internships available. The schedule and duration of the internships vary from a few hours per week, to weekends, to short-term research and summer-long internships. Students with specific areas of interest not offered by the Center can also place a request to help find an internship, but it should be noted that neither internship placement nor fulfilling specific requests is guaranteed. When appropriate, students will receive a letter of recommendation after completion of a successful internship.

Organization Name	DeHeng Law Offices (Chengdu)
Website	http://www.dhl.com.cn/english/
Type	Law
Location	Chengdu
Intern Capacity	1-2
Description	Since founded in 1993, Deheng Law Offices has grown to become one of the largest full-service law firms in China, with a broad client base and a global service network with branches and professionals in over 60 key cities around the world. Deheng legal teams of over 1200 experienced practitioners and leading scholars adhering to the highest standard of ethics and professionalism are committed to provide excellent legal services to both domestic and international clients.
Intern Responsibilities	<ol style="list-style-type: none"> 1. Perform basic tasks including research, document preparation, proofreading, and other secretarial work. 2. Be an ambassador for the firm for foreign visitors 3. Host events that provide background of the law office. 4. Prepare presentations about the company 5. Bring international elements into intern work. 6. Perform other duties and complete projects as assigned.
Format (hours/days per week, flexibility, etc.)	Flexible; Depends on student's schedule

Organization Name	Junzejun Law Office
Website	http://www.junzejun.com/cn/
Type	Law
Location	Chengdu
Intern Capacity	1-2; Interns must have advanced Chinese language skills
Description	<p>JunZeJun Law Offices ("JunZeJun") was founded in 1995 with its headquarters in Beijing. It is one of the oldest and largest partnership law firms in China. JunZeJun has established its offices in seven cities across the country, with more than fifty partners and three hundred practicing lawyers currently. These professionals are all expertized in representative fields of civil and commercial law and have broad perspectives, a wealth of experience, outstanding specialist knowledge and preeminent professional advantages. The vast majority of them graduated from prestigious universities both at home and abroad and have an excellent educational background. Many of the lawyers also have work experience of serving in legislative bodies, the judiciary and administrative departments, as well as experience of working in the areas of finance, securities, trusts, equity investments, enterprises, institutes of higher learning and research intuitions. A large number of the lawyers are also involved in the discussion, drafting and revision of important state laws, regulations and ministerial rules, as well as industrial regulations of different industries</p>
Intern Responsibilities	<ol style="list-style-type: none"> 1. Perform basic tasks including research, document preparation, proofreading, and other secretarial work. 2. Be an ambassador for the firm for foreign visitors 3. Host events that provide background of the law office. 4. Prepare presentations about the company 5. Bring international elements into intern work. 6. Perform other duties and complete projects as assigned.
Format (hours/days per week, flexibility, etc.)	<ul style="list-style-type: none"> • To Be Determined; • Based on students' schedule;

Organization Name	Sichuan Academy of Social Sciences
Website	http://www.sss.net.cn
Type	Research; Various Fields
Location	Chengdu
Intern Capacity	Up to 5; Application Required
Description	Since its founding in 1978, Sichuan Academy of Social Sciences has been renowned as one of China's leading comprehensive social science research institutions. It has 15 affiliated institutes undertaking research in various fields including economics, sociology, philosophy and information science.
Possible Research Topics	<ol style="list-style-type: none"> 1. Sustainable economic development models for Sichuan Province 2. The transformation of old industry structure to energy efficient models 3. The aging population and the direction for the services for the elderly 4. Multinationals business development in Sichuan: Success stories and lessons learned 5. How to capitalize on Chengdu's unique cultural heritage to develop its cultural industry 6. The Sichuan cuisine and its impact on the economy 7. The history of Tea Road and the Southern Silk Route and their impact on the socio-economic development in the region 8. Sichuan's ancient irrigation system and management 9. The role of tea, liquor and wine in Sichuan's cultural development 10. Suggestions and recommendations on Chengdu's cultural image development 11. Corporate Social Responsibility development for multinationals and local enterprise in Sichuan 12. Post Wenchuan Earthquake reconstruction 13. Western Sichuan minority culture preservation and direction 14. Sichuan Minority nationality cultural tourism development 15. Social impact of migrant worker movement on local villages
Format (hours/days per week, flexibility, etc.)	<ul style="list-style-type: none"> • 8 hours per week; • Short-term or Summer;

Organization Name	Hengping Law Firm
Website	http://www.hplaw.cn/en/index.php
Type	Law
Location	Chengdu
Intern Capacity	1-3
Description	<p>Equity Law Firm was founded in 1992, which is the first established partnership law firm in the west of China. Since its establishment, it has been committed to providing first-class legal services. Equity Law Firm is also praised by the profession and has been awarded the "National Outstanding Law Firm" by the Chinese National Bar Association. After twenty years of development, Equity Law Firm has now become a comprehensive firm, which provides a full range of legal service and occupies the leading position in many professional areas. Equity Law Firm was founded in Chengdu, but there are over 100 lawyers and other professional staff members. As an international firm, Equity Law Firm provides services in different languages including Chinese, English, and Japanese. Equity Law Firm is also dedicated to training interns from the Sichuan Province area. After completion of the internship, students found it was helpful for their future career endeavors. As the leading law firm of Sichuan Province, Equity's interns have more chances to practice their abilities. There are various departments in Equity Law Firm that offer professional internship positions including: Civil and Business Affairs, Criminal Affairs, Corporate/Company Affairs, Real Estate Affairs, Corporate Finance/Banking Affairs, International Affairs, and China-Focused Research Services.</p>
Intern Responsibilities	<p>Equity Law Firm offers a special internship program for students. The internship program is based on cases: each student is assigned to an individual case. Students practice his/her research, problem-solving, debating, and data analysis skills and abilities. Also, students attend seminars that discuss appeal cases, as well as other difficult and significant cases with his/her adviser. Each department have professional mentors that help students to develop their career paths in the future.</p>
Format (hours/days per week, flexibility, etc.)	<ul style="list-style-type: none"> • To Be Determined; • Based on students' schedule;

Organization Name	Zongbei Elementary School
Website	http://www.cdszbxx.net/
Type	Education
Location	Chengdu
Intern Capacity	1-3
Description	Since its founding in 1993, Zongbei Elementary School has been renowned as one of Chengdu's leading nine-year compulsory school. Based on the theory of "People-Orient", students study in an elegant environment full of happiness and awareness.
Intern Responsibilities	<ol style="list-style-type: none"> 1. Plan, prepare and deliver lessons to a range of classes and age groups; 2. Devise, write and produce new materials, including audio and visual resources; 3. Mark and provide appropriate feedback on oral and written work;
Format (hours/days per week, flexibility, etc.)	<ul style="list-style-type: none"> • 5-8 hours per week; • Based on students' schedule;

Organization Name	Qingsu Vocational School
Website	http://www.cdqszz.com/
Type	Education
Location	Chengdu
Intern Capacity	2-3
Description	Chengdu Qingsu Vocational Secondary Schools was founded in 1968. In 1982, the schools were restructured to become secondary vocational schools in Sichuan Province. In 1990, it took on the title of "key secondary vocational schools" title. The school opened a pre-school, high-level hotel operations and management, digital media, machine technology, finance, commerce, and twelve professional directions, with the support of hotels, preschools, digital media, electrical and other professional standards training bases. The school first opened in Chengdu, International Department, and the Singapore Institute of Management Zhiyuan, USA BC College, USA Louisville Jefferson Community Technology College, Taiwan University of Technology and other domestic institutions. They have various forms of joint schools for student development to build career aspects, continued education, study abroad, and entrepreneurial talent.
Intern Responsibilities	<ol style="list-style-type: none"> 1. Planning, preparing and delivering lessons to a range of classes and age groups; 2. Preparing and setting tests, examination papers, and exercises; 3. Marking and providing appropriate feedback on oral and written work; 4. Devising, writing and producing new materials, including audio and visual resources; 5. Organizing and getting involved in social and cultural activities such as sports competitions, school parties, dinners and excursions;
Format (hours/days per week, flexibility, etc.)	<ul style="list-style-type: none"> • To Be Determined; • 4-8 hours per week;

Organization Name	Lafarge (拉法基瑞安成都高新分公司)
Website	http://www.cement.com.cn/index.html
Type	Cement (Former Top 500 Company)
Location	Chengdu
Intern Capacity	1-2
Description	Lafarge was founded in 1833 and is the first and world's largest cement manufacturer. Enterprises are distributed throughout 75 countries, and the total number of employees reach more than 83,000. LaFarge is the world's leader in cement, concrete and aggregates, gypsum building materials, and roofing systems. LaFarge has been in China since 1994. It adheres to the strategy of sustainable development, to meet customer demands, the continuous improvement process and providing innovation for the construction industry and general public products. LaFarge strives to achieve a much safer and more comfortable and better quality infrastructure.
Intern Responsibilities	<ol style="list-style-type: none"> 1. Leading and organizing company learning activities/employee training, such as basic corporate English, the American business culture, and other aspects of cross-cultural understanding 2. Conduct employee communication in company culture and employee satisfaction, both in BU and plants 3. Prepare and conduct English interviews 4. Complete Leadership Development program including: <ul style="list-style-type: none"> • Communicate with department heads about talent needs, pipeline, and qualifications; • Do research on leadership development modules fit for China manufacturing companies; • Design Lafarge Sichuan Leadership Development modules; • Communicate with company HR about the Feasibility of the program
Format (hours/days per week, flexibility, etc.)	<ul style="list-style-type: none"> • At least 5 hours per week; • At least three months; • RMB 800 per month;

Organization Name	Disable Person Professional Training Center (残疾人职业培训中心) Season Disabled Community Development Center (海缘残障人公益发展中心)
Website	http://www.cdcl.org/content.jsp?id=708
Type	Non-Profit; Education
Location	Chengdu
Intern Capacity	1
Description	In March 1999, Chengdu approved the establishment of the Chengdu Federation for Disabled Persons. The main responsibilities of this organization include assisting the government and relevant departments to manage and guide the city's employment of persons with disabilities, carry out labor resources and social labor survey of persons with disabilities, labor competency assessment, job registration, employment counseling, vocational training, employment and so on.
Intern Responsibilities	<ol style="list-style-type: none"> 1. One-on-one: take care of a brain paralysis persons by going to his/her home; 2. Assist disabled persons' and their handcraft flea market arrangement (once a month) and help sell it on-site; promote online sales; 3. Join and assist a field trip for brain paralysis children; 4. Give rehabilitation training to disabled children; 5. Give disabled children some basic classes such as mathematics, English, etc.; 6. Share the volunteer experience and personal/US experience with Chinese volunteers and staff in a training session; 7. Get to know other social issues in Chinese society by attending various information sessions; 8. Other interests/projects proposed by intern/internship provider;
Format (hours/days per week, flexibility, etc.)	<ul style="list-style-type: none"> • At least 5 hours per week; • At least three months;

Organization Name	The Ritz-Carlton Hotel
Website	http://www.ritzcarlton.com/en/Properties/Chengdu/Default.htm
Type	Hotel and Tourism Management
Location	Chengdu
Intern Capacity	2-3
Description	Located in the heart of the city and in a place that was once the site of an imperial palace, The Ritz-Carlton, Chengdu marks the official arrival of luxury hospitality in south-west China. With guest rooms on floors 28-41, this 353-room luxury hotel features unmatched views of downtown Chengdu together with the comfort, privacy and personalized service offered by Ritz-Carlton hotels worldwide. At the same time, the 5-star hotel also enhances a “Sense of Place” by interpreting the unique Chengdu tea culture through a series of themes guests will experience upon arrival, at check-in and during in-house activities.
Intern Responsibilities	Two credit internship at The Ritz-Carlton Hotel. Students will be given a Hotel Uniform and Uniform Laundry Service. This position includes two meals per working day and a 1,100RMB/month stipend. Internships are available in the following areas: 1) Food and Beverage Intern 2) Rooms Intern 3) Culinary Intern
Format (hours/days per week, flexibility, etc.)	Phase #1: academic component including Chinese language, 1-2 Chinese culture courses in Chengdu Center and/or electives, and Professional Development and Internship course (lasts 6.5 weeks or 13 weeks); training and part-time work at hotel is included in this phase; Phase #2: depending on schedule, academic component continued and combined with full-time internship; Phase #3: academic component completed, full-time internship until the end of the six-month period;

Organization Name	JinJiang Hotel
Website	http://www.jinjianghotels.com/
Type	Hotel and Tourism Management
Location	Chengdu
Intern Capacity	2-3
Description	Jin Jiang International Hotel Management Company Ltd. (Jin Jiang International Hotels) has a portfolio of over 124 distinctive star rated hotels with a room inventory of over 36,000 hotel rooms spread across 76 cities in China. Under the Jin Jiang branding concept, the company has a new premium “J” hotel brand, five star properties which include the renowned heritage collection and their four star Jin Jiang properties. Every Jin Jiang hotel is a memorable reflection of its destination’s unique style and culture. Jin Jiang International Hotels, with its qualified hotel management background and passion for excellence, dedicates itself to offering reputable hospitality services to its valued customers. With experience originating from the 1920s, its core competitiveness has accelerated in recent years.
Intern Responsibilities	Two credit internship at JinJiang Hotel. Students will be given a Hotel Uniform and Uniform Laundry Service. This position includes one meal per working day and a 1,500RMB/month stipend. Internships are available in the following areas: 1) Food and Beverage (Receptionist) 2) Front Office (Guest Relations)
Format (hours/days per week, flexibility, etc.)	Phase #1: academic component including Chinese language, 1-2 Chinese culture courses in Chengdu Center and/or electives, and Professional Development and Internship course (lasts 6.5 weeks or 13 weeks); training and part-time work at hotel is included in this phase; Phase #2: depending on schedule, academic component continued and combined with full-time internship; Phase #3: academic component completed, full-time internship until the end of the six-month period;