

Internship Opportunity-Teaching Assistantship

United International College, Zhuhai, China

Beijing Normal University – Hong Kong Baptist University

<http://uic.edu.hk/elc>

The United International College (UIC) is an Augsburg partner college in Zhuhai, China. Graduates of Augsburg from any discipline are eligible to apply for an academic year internship at UIC. The teaching assistantship requires a person who is flexible, adaptable and willing to take initiative. Responsibilities include assisting a professor or instructor with a class, tutoring, reviewing and grading papers and leading co-curricular club activities. The internship includes an opportunity to learn Mandarin or Cantonese and live in an international setting. Applicants must have a minimum GPA of 3.0 and excellent written and spoken English.

Internships are available in the following departments (indicates degree required):

- ♥ English Language Centre (BA/BS in any discipline)
- ♥ Business and Management (BA/BS in Business Administration, Accounting, Finance, or Marketing)
- ♥ Computer Science & Technology (BA/BS in computer science or related discipline)
- ♥ Applied Psychology (BA/BS in Psychology)
- ♥ Public Relations & Advertising (BA/BS Communications, Public Relations or Marketing)
- ♥ English Language and Literature (BA major/minor English, or interest in literature & writing)
- ♥ Teaching English as a Second Language-TESL (BA in English)

Requirements and Responsibilities of Interns¹

1. Interns are expected to:

- a) have strong communication skills and the ability to work effectively on a team (Instructor/ Intern/Students as an integrated team) and attend team/staff meetings as required.
- b) be familiar with the syllabus of the course concerned.
- c) work closely with assigned instructors in daily planning and implementation of lesson plans.
- d) attend lectures and/or tutorial as required.
- e) competently maintain attendance and grade records.
- f) assist in grading assignments.
- g) assist the instructor in conducting classes.
- h) assist in preparing course materials.
- i) work with students as required by the instructor.
- j) give timely student feedback to the instructor so the instructor can respond appropriately.

2. Interns shall respect the political and religious policies of China, and customs and traditions of Chinese people, and shall strictly follow all the Chinese laws, rules and regulations.

¹ The responsibilities and duties of Interns may differ from program to program. For example, Interns of the English Language Centre are expected to organize club activities such as English Speaking Club, Culture and Music Clubs, Writing Club, etc., and take up tutorials of TESL, the Writing Centre, and the Academic Reading and Writing course, and may also be asked to teach a class when required. The normal hours of work is 40 per week including contact hours of 20-25 weekly.

Compensation for the Intern position

1. Free lodging (utilities including water, laundry and electricity will be paid by the intern) in the student dormitory. Please note that Chinese university dorms are different and Interns have to adjust to the Chinese situation. Interns in this program are expected to fully engage with UIC students both in and outside of the classroom.
2. Health insurance.
3. A round-trip economy air ticket from USA to China of up to RMB11,000 and ferry or bus fare from airport of arrival to Zhuhai will be paid on a reimbursement basis (the China-USA ticket is given upon successful completion of contract).
4. A monthly stipend between RMB5000 (\$790 US) and RMB 6000 (\$950 US) will be paid from assumption of duties in August/September to the end of June.
5. A “Chinese Language, Culture, History and Development Program” consisting of (a) two Chinese language classes of 3 hours weekly in both semesters; (b) lectures/seminars on Chinese culture, history and development at fortnightly intervals, 2 to 3 hours each, 3 to 4 times per semester; and (c) 2-4 visits to historical sites and museums in nearby locations to appreciate the great depth of Chinese history and culture. The foregoing programs shall be provided at no cost to the Interns.

Requirements for the application process

1. Successful completion of a BA degree.
2. A full transcript of academic work completed with a minimum overall GPA of 3.0.
3. Two letters of recommendation from faculty.
4. A full personal resume including information on degree, major, study abroad, working experience, personal interests, and special strengths including computer/technology skills which are important in assuming the role of an intern.
5. Agreement to enroll in a “Chinese Language, Culture, History and Development Program” (see Compensation for the Intern Position at UIC below for details) offered by the Centre for Chinese Language and Culture (CLC) at UIC during their year of residence at UIC.²
6. An interview conducted by the Assistant Vice President of International Education at Augsburg College. It is the applicant’s responsibility to schedule this interview.

To apply, send:

- 1) a resume including academic credentials and undergraduate co-curricular activities,
- 2) a letter of application describing your interest in the internship program focused on the skills you would bring to this position, and
- 3) two letters of reference

to: Dr. Orv Gingerich, Office of International Programs at Augsburg gingerio@augsborg.edu

Application deadline for fall 2013 openings is March 1, 2013.

Applicants are encouraged to familiarize themselves with UIC at: <http://uic.edu.hk/elc/>

*Application information can be sent as an attached Word document or pdf

"Working with an international community of professors and daily interactions with Chinese students at United International College has impacted me in such a way that I hope to continue on here beyond the initial two semester contract which I signed.

-Ryan Treptow, 2008 Augsburg grad and 2009-09 intern/TA at UIC

² Due to visa restrictions, applicants without post-degree teaching experience can only apply for student visas. Therefore, agreement to enroll into this program is mandatory.