Graduates are invited to apply for a one-academic year Internship at UIC. Applications for the Intern position must be completed and submitted to UIC’s International Development Office (intl-intern@uic.edu.hk) no later than the 8th of February 2017.

**Requirements for the Application include:**

1. Successful completion of a Bachelor’s degree in any relevant programme.¹

2. A full transcript of academic work completed with a minimum overall GPA of 3.0.

3. Two letters of recommendation from academic staff supporting the application.

4. A full personal resume including an expression of interest in a position in a specific programme which is offered as a major at UIC. The applicant should articulate the skills and experience he/she would bring to this specific area of the UIC academic programme. General Education is also a viable academic area in which to pursue an Intern position. See the following website for more information on the academic curriculum at UIC: http://uic.edu.hk/en/

5. Additional information of activities, working experiences, travel and special strengths including computer/technology skills which are important in assuming the role of an Intern.

6. Agreement to enroll in a specially designed “Chinese Language, Culture, History and Development Programme” (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

7. An interview conducted by the Director of International Education at the home institution in which the applicant is enrolled. It is the applicant’s responsibility to schedule this interview with the Director of International Education at his/her home institution.

**Compensation for the Intern position at UIC:**

1. A monthly housing allowance (RMB1000, for example, for shared apartments at Horizon Cove) will be granted; health insurance; and a round-trip economy air ticket from home country to China of up to RMB11, 000 on a reimbursement basis (the China-home country

---

¹ MA degree in a relevant field may be required for some programmes. UIC shall specify in advance which fields require a MA degree.

² Due to visa restrictions, applicants without post-degree teaching experience can only apply for student visas. Therefore, agreement to enroll into this programme is mandatory.
ticket is given upon successful completion of contract) and ferry or bus fare from airport of arrival to Zhuhai;

2. A monthly stipend of RMB 6000 ($950 US) is paid from assumption of duties in August/September to the end of June. During this period Interns are involved in assigned duties and organizing activities (see requirements and responsibilities of Interns below).

3. A “Chinese Language, Culture, History and Development Programme” 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 programmes shall be provided at no cost to the Interns. A certificate of attendance will be awarded upon satisfactory completion of the programme.

Requirements and Responsibilities of Interns:³

1. Interns are expected to
   a) have strong communication skills and the ability to work effectively as a team member (Instructor/Intern/Students; or Instructor/Intern/AR as an integrated team) and attend team and staff meetings as required;
   b) be familiar with the syllabus of the course concerned;
   c) work closely with assigned instructors in the 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; and
   j) give timely feedback from the students to the instructor so that the instructor can take appropriate and timely action.

2. Interns, once appointed, 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.

³ The responsibilities and duties of Interns may differ from programme to programme. 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 workload is 40 hours per week including contact hours of 20-25 weekly.