

# Handbook

Spring 2011

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## Contact Information

|   |  |
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|---|--|

### *Staff Contacts:*

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### **Note:**

Students are expected to activate their cell phones as soon as possible. Thus, the program members can stay in close touch with each other.

## **General Information on China and Beijing**

### ***China***

The People's Republic of China covers an area of 3,691,521 square miles and has a population of 1.3 billion people. The country is densely populated with nearly 300 inhabitants per square mile. China encompasses a diversity of peoples accounting for more than a quarter of the world's total population. Terms such as "the Orient" or "Far East" conjure up images of mystery and the exotic, but each day China becomes more modern and ever more global. Roadside stalls of steamed dumplings stand outside the latest McDonald's franchise. Rows of tiny stands selling everything from bobby pins to Liz Claiborne suits to hand-woven silks are scattered in all districts. Bicycles and pedestrians compete for limited street space with Honda motorcycles and Mercedes'. The dynamic energy created through the interplay of established regional traditions with growing modernization and internationalism has caused many Americans, as well as representatives from around the globe, to focus increasing attention on this area of the world. Students visiting China should try to understand China's urgency to "catch up" to its Western counterparts without creating internal chaos or losing its unique identity. With China entering the arena of international community, it is helping to shape the future of the world, and with people from all over the world coming to China, they are helping to shape the future of China.

For more details about the country, please visit: <http://english.gov.cn>.

### ***Beijing***

Beijing, a municipality directly under the Central Government, is the capital of China and the country's political, economic, and cultural center, as well as a famous historic city. Located on the edge of the North China Plain, Beijing is the second largest city in the country with a population of more than 12 million. The establishment of Beijing as the capital by four feudal dynasties makes the city the most concentrated place of China's scenic spots and historical sites. As a cultural center, Beijing has many top research institutions and universities, in addition to numerous museums and libraries, and has the greatest number of professionals. With no doubt, Beijing is one of the best places to study and visit in China.

### ***City entertainments***

Students can attend cultural events on their own. Check some English language publications, such as, *China Daily*, *City Weekend*, *That's Beijing*, *Time Out*, etc. They often post notices for cultural events, including many performances by internationally renowned artists and performers.

### ***Local transportation***

*Taxi:* Taking taxi in Beijing is relatively easy and less expensive as compared with the U. S. taxi rate. Most taxis in Beijing start with an initial fee of 10 Yuan (around 1dollar and half) and the rate per kilometer is 2.00 Yuan. Rates are usually posted on the right side window. There are also many “black” taxis that are unregistered cabs and do not have a meter; make sure you agree on a price BEFORE leaving (or avoid them altogether).

***Tip: Make sure to take the receipt with you in case you leave some important items behind and want to trace them back later.***

*Public transportation:* Public transportation by bus or subway is also available in Beijing. The fee is relatively inexpensive but it may take longer and a few transfer to get to your final destination.

For more transportation information/directions in Beijing, please visit:

[www.go2map.com](http://www.go2map.com), [www.bjbus.com](http://www.bjbus.com), [www.digitalbeijing.gov.cn](http://www.digitalbeijing.gov.cn)

## **Pre-departure Matters**

Preparing to go to China is a unique experience. The best way to prepare is by reading into China's history and culture. It may also come in handy to have a guidebook with you. The one most appreciated by Americans is the *Lonely Planet Guide: China*. The Chinese will probably not agree with many of its recommendations, but its perspectives are unique and useful. Students may want to consider buying a travel guide for Beijing only and for China as a whole. It is also highly advised to buy a Chinese language phrase book for daily functions.

### ***Essential Documents***

It is very important that students obtain all proper documentations such as passport, visa, insurance, etc prior to departure.

### ***Passport***

Students should have a passport valid for a minimum of 6 months after the date they enter into China or for the entire duration of the program they will stay with plus travels, whichever is longer.

Tips: Make some copies of the passport; guard the passport carefully against loss or theft; never pack it in luggage while traveling.

For how and where to apply for a passport, please find information at:

[www.travel.state.gov/passport/index.html](http://www.travel.state.gov/passport/index.html).

### ***Visa***

Visa is always required when someone enters a foreign country unless special agreements are made between the two sides of governments. In issuing a visa a foreign government permits the visitor to enter and stay in that country for a specified period of time. All foreigners need to have a valid passport and to obtain a visa in order to enter and stay in China.

There are two types of visas available for study in China: the F visa for short term study of 6 months or less and the X visa for long term study (more than 6 months). Students with X visa will also need to obtain a residence permit within 30 days of arrival. This requires not only additional documentations from the school the students are attending but also physical exams conducted in the China such as blood test, health exams, x-ray, etc. Students are advised to obtain F visa to avoid the hassle of obtaining a residency permit for short term study. F visa may be obtained for a valid duration of 6 months, with single or double entry.

For more information on visa application, please visit:

<http://www.china-embassy.org/eng/ywzn/lsyw/vpna/rap/t710627.htm>

### ***Health Insurance and Medical Issues***

Students should have personal medical insurance when abroad. They should inform their insurance companies about their travel and study in China before departure and make necessary arrangement if it is required. The program will provide information on local medical services and extend students necessary help in accessing the services. Students are expected to sign a general statement (see appendix I), after their arrival, that will release the program from certain liabilities and authorize program staff to secure any necessary emergency medical treatment for students in case of injuries.

### ***Immunization***

No immunizations are required by China. But some shots are highly recommended such as Hepatitis A, Hepatitis B, tetanus, and diphtheria. Some doctors also recommend an influenza vaccine. Specific situations/cases should be consulted with family doctor or other related professionals.

For further specific medical advice for travel, visit: <http://wwwnc.cdc.gov/travel/default.aspx> .

Tips: Take an ample supply of prescription and routine medications; bring a copy of your personal health summary.

### ***Budget***

Students may plan to spend somewhere between \$1,500 and \$2,000 during the semester, depending on where they eat, where they travel, and what items they will buy in China. There are different ways to bring money to China or withdraw money in China. The following are some options:

*Cash:* Bring about \$200 worth in small bills. It will be especially useful when arriving in Beijing and it is easier to exchange than traveler's checks.

*Credit Cards:* Students are advised to bring at least one credit card in their name. Before leaving for Beijing, it would be a good idea to check with the credit card company and be sure that the card will work in China. Most modern hotels, shops, and restaurants accept payment by credit card; however, the exchange rate is not as good. A Visa card would be the most dependable since it is accepted at most places, and MasterCard and American Express are accepted at many other places as well. It will be good for students to have parents co-sign onto an account so that if there is ever a problem, parents will be authorized to take care of it for them.

*Traveler's checks:* Students may bring traveler's checks in small denominations. Many banks and the American Express Office provide check cashing services. *The Bank of China* (中国银行) is located all over China and will cash traveler's checks. Bring passport when cashing the traveler's checks and keep receipts as proof because the bank will only convert the money back into American dollars with the receipt.

*Bank cards:* It is easy to withdraw currency, from a checking account in the US at an ATM machine in Beijing. In recent years, more and more students have chosen this method. Visa check cards should work as long as the card has Cirrus®, Plus®, or any other symbol on the back of the card that the ATM will recognize as a conversion system. The withdraw charges vary depending on which bank is used. Students are advised to check with their banks to make necessary arrangements or finding out the rate for withdrawing money in China. The maximum amount people can withdraw in a day is \$300 or RMB2000.

### ***Packing***

It is highly recommend that students pack lightly and take only what is needed. Airlines have luggage and weight limits. Check with the airline before leaving to avoid any extra costs. Many items are available in Beijing at very inexpensive prices at state-run stores. Passengers are generally allowed to take one carry-on bag, either a backpack that will fit under seat or a larger bag that will fit in the over-head compartment.

Tips: Please pack all important documents, including your passport, insurance card, traveler's checks, travel documents, and program contact information (will be emailed to you before your departure) in your carry-on luggage; it is also a good idea to pack one change of clothes in your carry-on; please label all of your luggage with both your U.S. and program office contact information

*Clothing:* Winter in Beijing is cold and long. The first chills arrive in November, and in December it gets quiet cold, windy, and dusty. It may snow in December and January. Generally it won't get warm until mid-March. So bring warm outer clothing for cold and wet weather, be prepared to dress in layers, and bring sufficient underclothing. The heating in the classrooms generally comes on much later and goes earlier in the year than in the US.

Informal wear is common in China, so casual apparel for class is fine. For ordinary daily apparel, students should have sweatshirts, sweaters, jeans, long-johns, durable shoes and socks, gloves, a jacket and coat.

Tips: If you plan to participate in an internship, you should bring two or three nice outfits. Semi-casual will be fine.

*Others:* Electrical appliances (razors, hair dryers, etc.) require a 220/240V converter. It will be good to purchase a converter that will convert from 220/240V to 110/120V. Converters and adaptors are available in Beijing as well, most possibly with less prices but unfortunately maybe lower qualities. No need to have a converter for your laptop.

Students may want to bring a sturdy backpack, travel alarm, and travel guide for traveling.

Other items that may be needed: Anti-bacterial hand lotion/hand sanitizer; camera and camera batteries; money belt or neck pouch; anti-perspirant/deodorant.

Students with lap-top computers are *encouraged* to bring them along.

## **Arrival and Departure**

Students are responsible for their international tickets to and from Beijing. Please keep in mind that the official arrival date is Jan. 13 and the last day of the program is May 1 for departure. Students are responsible for their accommodation before Jan. 13 and after May 1.

### ***Meeting students at airport***

Our program staff will meet students at the airport on Jan. 13. All students are expected to inform the program their arrival information (date, flight number, and arrival time) no matter when they will be in Beijing.

Before departure students will receive via email a separate contact information sheet, which provides, in both English and Chinese, program contact numbers and program office address. In case student will come to the university on their own, they may simply show the taxi driver the address. The cost is about 100 to 120 RMB (around \$18) from airport to the university.

*Dorms* will be available for students to move in on Jan. 13. Early arrivals need to take care of their housing before Jan. 13. Students may email program staff if help is needed in finding hotels nearby.

### ***Places for temporary stay before moving into dorms***

For information on some hotels/youth hostels near Peking University, please visit the following website:

大地花园, <http://www.sinohotelguide.com/beijing/dadi/index.html>

西郊宾馆, <http://www.sinohotelguide.com/beijing/xijiao/index.html>

富驿时尚, [http://www.asiahotels.com/hotelinfo/Furamaxpress\\_Hotel\\_Beijing](http://www.asiahotels.com/hotelinfo/Furamaxpress_Hotel_Beijing)

未名国际青年旅舍,

<http://www.hostelworld.com/hosteldetails.php/PekingUniInternationalYouthHostelUtels-Beijing-18047>

For more information, you may visit <http://english.ctrip.com/> or <http://www.elong.net/>

## **Host Institution—Peking University (Beida)**

Founded in 1898, Peking University (known as Beida in Chinese) is the first national university in Chinese modern history. It now consists of 30 colleges and 12 departments, offering 93 undergraduate programs, 199 postgraduate programs, and 173 doctoral programs. The Peking University library is the largest university library in Asia, with a collection of 5.51 million books and more than 6,500 titles of Chinese and foreign journals and newspapers. The university has around 5,000 full-time faculty members, of whom about 1,200 are professors and over 1,500 are associate professors. In recent years, there has averaged over 14,000 undergraduates, over 8,000 graduates and about 4,000 doctoral candidates. In addition, there are also about 1,500 long-term international students and over 2,500 short-term international students from over 80 countries.

### ***Studying at Beida***

#### Selecting Courses

All courses are taught in English except for language classes, at Department of History, though the professors are invited from many other schools of Peking University and even from other institutions in Beijing.

For content courses, students will be asked to do pre-registration in June, which will help us to decide the final courses offered in the semester. If a class has an enrollment less than 5, that class might be cancelled. Students will purchase textbooks accordingly before their arrival.

Students will be placed into language classes of different levels according to placement test conducted during orientation. Textbooks for language classes will be provided by the program.

For those who plans to do an internship, they will get their internship host contact information and address during the orientation if not earlier. Please read Appendix II on internship memo.

Students are allowed to add/drop classes within the first two weeks after the semester starts. However, if students missed the first two sessions of class meeting, he/she won't be able to add into that class.

Non-credit classes such as Martial Arts/Taiji and Calligraphy will be offered if more than 10 students are interested. Students may sign up for those courses during orientation.

## ***Living at Beida***

### *Housing*

Most students will live on campus, in hotel-style dorms for foreign students (known as the Shaoyuan Buildings), equipped with telephone, TV, air-conditioning, shared bath, and internet access for a fee. No need to bring beddings or linens unless students want something from home. Students may live in off-campus apt. with an approval. Language immersion students will live off-campus and thus have more chances to interact with the locals. For non-immersion students, the approval for off-campus living will be granted to the following students: 1)the students who had lived in China before for over 3 months, 2) graduate students, 3)the students who can speak fluent Chinese, 4)the students who are married and the spouse will be in Beijing as well; 5)the students who have relatives or friends in Beijing and plan to stay with them.

Shaoyuan(勺园) was built by Peking University in 1981 to housing foreign specialists and students. The original site was once a park, called “Yishao of Haidian,” constructed by a calligrapher of Ming dynasty named Mi Wanzhong. Shaoyuan is named after this park. Today’s Shaoyuan has expanded from original five buildings to ten buildings. Besides dorm rooms, Shaoyuan accommodates four restaurants of different styles and other well-equipped services. Shaoyuan is equivalent to a mid-sized hotel.

Tips: There is no elevator in half of the Shaoyuan buildings. Travel light. Be prepared to carry your luggage to your room even it is on the fifth floor.

Important Shaoyuan regulations: Receiving guests between 8:00-22:00; guests are not allowed for overnight without permission from Shaoyuan Management Office; no pets are allowed; no electrical devices with a capacity over 800 W; no sports in the hallway or in front of the building; keep voice down after 22:00; report loss of keys when it happens, and no change of locks without permission from Shaoyuan Management Office.

### *Meals*

#### **On Campus**

There are many cafeterias and restaurants at or near Beida campus. On campus, people like to go to Yiyuan (艺园), Noodle House (面馆) as foreign students like to call it, and Dumpling Restaurant (饺子馆), Campus Fast food (康博思). Many of them are located at the southern part of the campus, where students can also find many convenience stores and gift shops.

Tips: Don’t switch to Chinese food too fast; give your body some time to get used to Chinese food; it is necessary to buy a pre-paid dinning car (called fanka in Chinese) to eat at student cafeterias.

Since meals in student cafeterias are subsidized by the government, it is very inexpensive and 15% extra charge will be applied to non-regular Beida students. In other words, if you put 100 yuan on your meal card, there will be actually only 85 yuan on that card.

## **Off campus hot restaurants**

### **Pyro Pizza-WuDaoKou**

A pizza restaurant & sports bar located just south of the main Wudaokou intersection. US west-coast style thin-crust pizza is served here. Two large screen televisions grace the relatively open dining area. Owned and operated by the management of Lush, this foreigner-friendly establishment features fully bilingual menus.

**Address:** WuDaoKou, #12 Huaqingjiayuan Basement Level, Entrance next to 7-11

### **Kro's Nest**

A pizza & night bar located west of the Old Summer Palace. Pizzas are good even by US standards. Location was big and roomy though a bit loud, and the best thing is that Kro himself was making the pizzas. Sizes are also by US standards, so a medium pizza will be enough for 4. Only complaint is that feta cheese is a bit rubbery.

**Address:** Haidian District, New Summer Palace Rod, #1 Fuyuan Gate (Inside the "Blue Garden" west of 101 Middle School)

### **Pizza Hut**

Pizza as usual with an Asian Twist

**Address:** 2<sup>nd</sup> Floor of the big building on the North West corner of WuDaoKou. Big signs on it, you won't miss it.

### **Tous Les Jours**

It is a modern styled bakery to chill for the afternoon. They have good bread, cool drink and neat decoration.

**Address:** On the North West corner of the main WuDaoKou intersection

### *Shopping*

Wu Mei (物美) is a mini-supermarket on campus. It is a chain store like mini-Wal-mart. You can find almost everything you need for daily life. It is on the southern side of Shaoyuan 7. The French hypermarket, Carrefour, in the Zhangguanchun area, is about two bus stops south away from Beida. Another hypermarket, Lotus Center, in WuDaoKou, is about two bus stops away from the east gate of Beida.

### *Cell phone*

Students are encouraged to bring their cell phones to China. If a cell phone is three-frequency type

and its SIM card is removable, it may work in China after switching to a local SIM card. Students may choose to use a program cell phone with a deposit of RMB 200 (around \$30), and they are expected to get a SIM card and charge cards on their own. It is easy to get the cards from those convenience stores on campus such as Wu Mei, and the shops in Shaoyuan building 7 & 2. Students will get their deposit back whenever returning the cell phone back.

Tips: When buying pre-paid phone cards, better to recharge your phone on the spot and make sure you get the right minutes (the card-seller may be do it for you if you ask politely).

#### *Money exchange*

Students can exchange money in many Chinese banks. Next to Wu Mei there is an Agricultural Bank of China (农业银行), and a Bank of China (中国银行) is located just outside of the little southwest gate (a small pass). Please bring passport when exchanging money. There are several ATM machines on campus.

#### *Laundry*

There are washers available in the dorms. Students need to buy a laundry card to use it. In addition, there are several laundry places on campus. Laundry room in Chinese: 洗衣房 (xi yi fang).

#### *Internet access*

Wireless access is available next to our main office. If students need to use internet in dorms, they may apply for their own account at the university computer center (计算中心) and pay a monthly fee 120 RMB (around \$17). One dorm room has only one internet access, thus students are encouraged to share the account with their roommates. Wireless access in dorm room also needs an account number to log in. You can ask program assistant for help when applying for an account. There are computer labs on campus with hourly charges.

#### *Making friends with Chinese students*

Participate in their activities and join their organizations. There are many student organizations on campus, and every new semester they are eager to recruit more members. Just go to their recruiting fair and let them know you want to join them, or ask help from our program assistants. There are also many students who would like to have a native speaking language partner.

#### *Entertainment*

The University sponsors cultural events, talent shows, and dances. Chinese students are willing and eager to have you join these activities. Some of international students also have cultural events in which you may participate. In addition, the school has tennis courts, a track, an indoor pool and basketball courts. Foreign students are welcome to participate in any of the sports activities. To use school sports facilities need to pay a fee.

*Others:*

Mail: Beida has an on-campus post office where students can arrange all types of postal services. Standard mail to U.S. by air is RMB 6.00.

Phone: Student dorm room will have a phone that is free for making a limited amount of local calls but charges for domestic and international long distance calls. Students may use IP cards for long distance calls in their dorms. IP cards can be purchased at many stores on campus. Some major brands of IP cards include: China Unicom (中国联通) and China Telecom (中国电信).

## **Personal Safety and Crime Prevention**

Students' personal safety is of the utmost important to us. All students are encouraged to register with the embassy of their home country for safety reason.

### **Embassy of the United States of America**

Website: <http://beijing.usembassy-china.org.cn/>

US Embassy in Beijing

Location: No. 55, Anjialou, Beijing, China

Telephone: (8610) 8531-3300

Emergency Contact: (8610) 8531-4000

In addition, we offer the following advice. These are tips to keep you safe in Beijing and wherever else you might travel. The main tip—USE COMMON SENSE.

- Activate you cell phone and have up-to-date contact information.
- Avoid exploring places alone.
- Contact program director or other program staff in any crisis involving safety issues.
- Inform program director and leave contact information if you will travel to other places on your own during semester (students are expected to sign an Out-of-Beijing Travel Form before departure, see Appendix III).

Other useful tips:

Do not drink excessive alcohol.

Do not drink tap water.

Either peel or cook all food.

Avoid foreseen trouble by common sense.

Avoid leaving your person items unattended.

### **Emergency Services**

110 .....Police

119 .....Fire

120.....Ambulance

122.....Traffic accidents

6525 5486 .....Foreigners Section of the Beijing Public Security Bureau

6590 3419 .....International SOS Assistance Top

## Medical Facilities in Beijing

At Peking University, there is a school clinic, which is convenient for getting basic doctor consultation and medicines. Student may also choose to go to the following hospitals where English-speaking doctors are available:

**Asian Emergency Assistance (AEA) 北京国际救援中心**

*Clinic:* 010 - 6462-9112

*24-Hour Medical Service:* 010 - 6462-9100

*Add:* AEA International

Building C, BITIC Leasing Center                      北信租赁中心 C 座

No. 1 North Road, Xingfu San Cun                      幸福三村北街一号

**International Medical Center (Beijing) 北京国际医疗中心**

*24-Hour Medical and Out-patient Service:* 010 - 6465-1561/2/3

*Add:* Beijing Lufthansa Center Office Building S-106, S-111

燕莎中心写字楼 S-106.S-111

**Beijing United Family Hospital (24 hours) 北京和睦家医院**

**Phone: 010 – 5927-7000**

*Emergency Contact:* 5927-7120

*Add:* No.2 Jiang Tai Road, Chaoyang District

朝阳区将台路 2 号

**Sino-Japanese Friendship Hospital 中日友好医院**

*Foreigners' Out-patient Section:* 6422-1122, ext. 5121

*Outpatient Department:* 010 - 6422-2952

*Add:* Beijing Yinghua East Road.

北京樱花东路

## Other Useful Information

|   |                                      |
|---|--------------------------------------|
| <b>Visa office:</b> 8402-0101                       | <b>Miscellaneous:</b>                |
| <b>Airport Shuttle Bus:</b><br>6459-4375, 6459-4376 | 114 .....Local Telephone Information |
|   | 117 .....Time Check                  |
|   | 121 .....Weather Information         |

## **Rules of Conduct**

Students are responsible for obeying all of the laws of the country they are in, regardless of whether they are traveling there or are foreign students. U. S. law does not apply in China. Penalties are often much heavier than in the United States. The U.S. Embassy will not act on your behalf if you disobey local laws; they are only available for extreme diplomatic situations. So, do not expect the embassy to come to your rescue.

As a participant in this program, your conduct can have an impact on other participants and the Program as a whole. Student thus should conduct themselves in a responsible and mature manner, which will support mutually beneficial and respectful interactions among participants and is consistent with the social, legal and academic standards of the host country and institution.

It is important to be sensitive to the cultural differences you will confront in China. There are topics that may seem interesting to you, but could be viewed as off limits to the Chinese. You will also encounter differences surrounding dating and gender, privacy, interaction between faculty and students, and behavior expectations. You may also find some anti-American sentiment. With all of these issues, you are advised to listen carefully and learn what you can about the culture and attitudes of those around you and most importantly, keep an open mind.

**Academic Calendar**  
**Spring 2011**

**January 13: Arrival in Beijing**

**January 14- 15: Orientation**

**January 17: Classes begin**

**February 2-8: Chinese New Year Break**

**February 9: Classes resume**

**April 11-15: Finals**

**April 16- April 29: Study trip around China**

**May 1: Departure**

**Class Schedule for Content Courses**

| <b>Time</b>   | <b>Mon</b>   | <b>Tue</b>  | <b>Wed</b>   | <b>Thu</b>   | <b>Fri</b>                    |
|---|--|---|--|--|-------------------------------|
| <b>9:00am-12:20</b>   | Language class   | Language class  | Language class   | Language class   | 8:30-10:20<br>Language class  |
| Note: There will be a total of 9 in class hours each week for non-immersion Chinese.<br>Both set of classes on MWF or TTF will have different levels. |  |   |  |  | 10:30-12:20<br>Language class |
| <b>1:30pm—4:20pm</b>  | <b>Rural Economics<br/>Rm.209</b>  | <b>1.Chinese Political Reforms;<br/>Rm. 209</b><br><br><b>2.Chinese Media Studies;<br/>Rm. B105</b> |  | <b>1. Sino-American Relations<br/>Rm. 209</b><br><br><b>2. Chinese Women’s Studies<br/>Rm. 108</b> |                               |
| <b>6:30pm—9:20pm</b>  | <b>1. International Finance;<br/>B105</b><br><br><b>2. Chinese Arts and Culture;<br/>Rm. 209</b> | <b>China in Transformation<br/>B105</b>   | <b>Doing Business in China;<br/>Rm.108<br/>(6:50pm—9:40pm)</b> | <b>China in the Global Economy;<br/>Rm. 209</b>  |                               |
| <b>Note: Minor changes might occur due to unforeseen circumstances.</b>   |  |   |  |  |                               |

## Appendix I

### General Release Statement

1. General Release

I understand that participation in the Beijing Program of Asian Studies is entirely voluntary and that any program of travel involves some element of risk. I agree that in consideration of the Beijing Program sponsoring this activity and permitting me to participate, I, my parents, guardians, or legal representatives will not hold the Beijing program and its employees liable for any injury, death, or loss to person or property sustained by me while participating in or arising out of any travel or activity conducted by or under the auspices of the Beijing Program.

2. Accident, Health, and Insurance Coverage

I understand that the Beijing Program requires that all students be covered by appropriate accident and medical insurance and that all students be financially responsible for such expenses. Also I understand that some of the activities included in the Program may be physically challenging, and I assure the Program that there are no health-related reasons or problems of which I am aware that preclude or restrict me from participating in the Program.

3. Emergency Medical Treatment

I understand that while I am overseas, an emergency may develop which necessitates medical care, hospitalization, or surgery. Wherever possible, a program employee will contact my parents or guardians prior to such treatment. However, this may not be practical depending upon the nature of the emergency. Therefore, I authorize the Beijing Program to secure any necessary emergency medical treatment including the administration of anesthesia and surgery. I understand that such treatment will be solely at my expense and I agree to reimburse the Program for any expense that it might incur on account of my injury or treatment.

**Emergency contact information:**

Name: \_\_\_\_\_, Phone #: \_\_\_\_\_

Name: \_\_\_\_\_, Phone #: \_\_\_\_\_

Fax number: \_\_\_\_\_; Email address: \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix II

### Internship Memo

1. We regard internship as a valuable part of a student's experience in China, and it is a great way to understand local people, society, business, and so on. Even though we have placed all students in the past, there is no absolute guarantee of placement, since there are some variables outside our control, such as the preference of internship hosts, student qualifications. Some hosts require interviews after students' arrival.

2. Having realistic expectations. China is a different culture and most of our students do not speak the language well enough to do essential work. Besides, students have to take classes on campus and thus can only give two days a week for internship. So, do not have the same expectations as in the US or as in English speaking countries. Our purpose is to observe and do as much as possible meaningful work as a way to understand and learn about the operations of these companies and institutions.

3. We have internships in five broad categories, business, IT, media, law, and NGO. Students may choose the general categories for their preference(s). If a student only wants to intern with a specific company, there will be less chance for a successful placement.

4. Freedom of choice and limitations. Student should also indicate whether or not they will accept an internship arranged by the program. Naturally we give preferences to those who do. In this case, students will commit themselves to an internship which may not be their first choice. For those who want to have specific choices, they will run the risk to be rejected by the companies of their choice and thus not having an internship at all.

5. An internship agreement will be emailed to students with internship interests. Students will indicate their preferences and if they will accept an internship arranged by the program as in their chosen categories.

5. Application process: 1) students register for internship, send in resume and indicate the categories of their internship interests (internship statement); 2) we send resumes to potential intern hosts; 3) students fill out the internship agreement; 4) correspondence with students if more information is needed; 5) notifications at or before orientation about the placement; 6) some intern hosts may contact students before their arrival, while some may request interviews after students' arrival.

6. The internships are non-payment ones but students will receive 3 credits upon completion. An internship paper of 10 pages, double space, is required at the end of the semester besides an internship evaluation from the intern host. It should be an analysis of the businesses of the company or institution students work for or the field they are in. Students are encouraged to write a weekly journal about their intern work and are expected to consult with program internship coordinator throughout the semester for any problem related to internship.

Appendix III

Out-of-Beijing Travel Registration Form

**Please fill out and leave this form to program office before your departure**

Name \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last)

**Please provide personal and contact information of other travelers if you are traveling with one or more companions.**

**Traveler 1**

Name \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last)

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Traveler 2**

Name \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last)

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Please provide enough information about your destination to help us contact you in case of emergency**

**Itinerary**

DATE                  WHERE                  WHEN                  CONTACT INFO (hotels)

Expected DATE/TIME of your return \_\_\_\_\_

The best way to reach you in case of emergency \_\_\_\_\_

**You are traveling at your own risk and you should be back to Peking University by Monday morning to attend the class on time.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

