



WHARTON CHINA CAREER PROGRAM

*A member of the Wharton China Business Society*

# Wharton China

## 2010 Summer Internship Program



**The Wharton China Business Society Internship program is designed to offer corporations in the Greater China Region (including Hong Kong, Macau, and Taiwan) the best talents from the Wharton School of Business and the University of Pennsylvania. This program, free for both students and companies, allows top students from the US to learn and understand the Asian business environment through summer internships.**

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### **About the School**

The University of Pennsylvania is one of the eight schools in the Ivy League, located in the city of Philadelphia. The university has over 10,000 undergraduates studying at its four schools, the Wharton School of Business, the College of Arts and Sciences, the School of Engineering and Applied Science, and the School of Nursing. Students from the university are well-trained in many areas and are great potential candidates for internship opportunities in a variety of different fields.

### **What is a Summer Internship?**

A summer internship is the most effective method of attracting young and diligent adults for the company's future development. During the internship period, students work alongside full-time employees, gaining valuable practical work experience while providing the company with a fresh perspective and additional help. In addition, the company may consider the intern as a future full-time employee.

### **Purpose**

This type of summer internship provides the best opportunity for the employer to gain a better understanding of the intern's skills and capabilities, while the intern acquires a broader knowledge of the specific industry in China and the company itself.

### **Length of Internship**

Most internships range from 8 to 12 weeks, but are subject to the company's discretion. Of course, the company can also negotiate with the intern for feasible time periods. Most internships start in June and finish by September, when the fall semester begins.

### **Placement**

The company can choose to place the intern in a department based on evaluation of the intern's performance in the beginning of the internship. Alternatively, it can choose to train the intern in several different departments for the intern to gain exposure to different work environments.

### **Intern's Responsibilities**

All of our interns can manage general administrative tasks, such as researching and presenting projects. However, most potential candidates are also skilled in fields such as finance,

accounting, computer programming, and design. We will do our best to accommodate the company's needs when we conduct an initial screening of the resumes, but we cannot guarantee that recommended candidates will possess all skills required by the company.

### **Compensation**

We do not expect the company to provide generous compensation for our interns. However, we suggest that the company should at least provide our interns with basic living expenses. Many of our top interns cannot afford to live in foreign countries for more than two months without a basic stipend. In addition, terms regarding compensation should be listed in an employment contract before the start of the internship in order to ensure protection of our students' rights.

### **Selection Process**

Our society will present internship opportunities to the student body. Interested candidates will submit their applications to us. We will then conduct an initial screening of the candidates based on the company's basic requirements and compile select resumes and applications in the form of a resume book to send to the company. It is up to the company to interview and select the final candidates. However, in the event that the company requires additional assistance from us, we can conduct further screening of the candidates.

### **Internship Contract**

The document must contain all related details for the internship, including length of internship, compensation, and other factors mentioned above.

### **Evaluation criteria**

Our initial screening of the candidates will focus on the candidates' academic achievement, language skills, additional technical skills required by the company, and the demonstrated level of interest for the internship opportunity.

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### **Summary of Selection Process:**

1. We receive registration forms and internship requirements from the company.
2. We hold an internship information session to the Penn student body.
3. Students submit their applications and resumes, listing their preferred companies.
4. We will conduct an initial screening of the applications and resumes, selecting candidates who meet the company's basic requirements.
5. We compile the resumes of selected candidates into a resume book and send it to the company.
6. The company interviews and selects the interns, providing them with an internship contact.