

STUDENT INTERNSHIP GRANTS

China Center Internship Grants

1. Basic Description:

Under a generous grant from the Freeman Foundation, Valparaiso University China Center Offers up to 10 internship grants annually to Valpo undergraduate students to conduct internship primarily but not exclusively in the Hangzhou area of China. The goal of these grants is to allow students with strong commitment and practical plans use the facilities Valpo has established in China to complete a productive internship as part of the requirements of their majors or the efforts to enrich the experiential training of their study at Valparaiso University. These grants are open to students of all majors. The selection process that leads to awarding these grants is competitive and rolling until the funds budgeted for the academic year is depleted. The China Center will make a decision on whether or not to award the grant within a month after the application form is received. In some cases, the China Center may ask the applicants to provide additional information before a decision is made.

2. Specifics of the Grant:

The average research grant is 1,000.00 with specific amount awarded depending on the length and nature of the proposed internship project. To qualify, an applicant must be enrolled as a full-time Valparaiso University students, having completed at least one full semester of course work at Valpo, and have a solid internship proposal which must be endorsed by his/her academic adviser with the approval of the chair/dean of the related department/college. Normally, these grants are given to applicants whose internship will be conducted in China. However, exceptions can be made to applicants who show strong reasons why their internship projects can be completed exclusively in a company in US but with strong and proven ties with China. The duration of the internship may vary but normally it should involve no less than the equivalent of 80 hours of work in a company or institution.

3. Type of Internship Projects:

The China Center may consider any of the following three types of internship projects:

- Internship project as an extension of a course (done either concurrently or after the course is completed. This type of research must have the endorsement from the faculty who teaches the course);
- An independent internship course that earns Valparaiso University credit and fulfills major/minor requirements;
- An independent internship project initiated by a student who will complete the internship outside the regular semesters (e.g. summer, fall or spring break) and not seek Valparaiso University credit for the work but will use the internship to enhance his/her academic/professional experiences.

4. Support from the China Center:

The China Center, in addition to review the grant proposals, will also provide the following support to any recipients of the research grant:

- Helping match the interest and desire of a prospect student with that of a prospect company including provide a list of companies in the Hangzhou area of China who are willing to accept interns who meet their criteria;
- Advising before or after the internship proposal is filed;
- Working with the recipients of the internship grant to develop a practical plan on how to complete the internship project in an efficient and timely fashion;
- Providing logistical support for the recipients (through both the staff at the China Center at Valparaiso University and the staff working at the Valparaiso University Education Center in Hangzhou) for this/her internship project in China including the arrangements for local lodging and translation, establishing contact people, and other travel arrangements;
- Serving as a hub of contact between the recipients and the various personnel involved in the internship projects.

5. Responsibilities of the Recipients of the Internship Grant:

Students who have successfully completed the internship proposal and received internship grant must:

- Follow the internship plan as much as possible and inform the China Center if there is going to be a major revision of the proposed internship plan;
- Keep an account of the expenses and collect all the required receipts;
- File an expense report at the end of the internship grant period to the China Center and Valparaiso University's Financial Office;
- File a final report to the China Center within a month after the internship project is completed and submit a copy of any output resultant from the internship, e.g., paper or report;
- Acknowledge the China Center in publications resultant from the grant;
- Follow all the rules and requirements expected on him/her from a hosting institution.

6. Opportunities for Follow-up Funding:

China Center may provide additional funding for recipients of the internship grant who plan to present their internship results/finding at professional conferences or gatherings. The amount of such funding will be determined by the China Center and requires a separate application form.

7. How to Apply:

Please complete the [application form](#) and return it to Dr. Zhimin Lin, Director of China Center.



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