

Asia Institute Internship Agreement (Xplore Asia Program Coordinator)**亚洲学院协调员项目实习协议**

The purpose of this agreement is to ensure that an internship experience with the Asia Institute is productive and beneficial to both the Asia Institute and the student intern. This agreement outlines the obligations of the student intern and the Asia Institute hosting the intern.

此协议旨在确保实习对于学生和亚洲学院双方都是有成效和互利的经历。协议概括了学生实习生和亚洲学院的义务。

This student internship agreement is between [Student's Name] a student at [University] , and the Asia Institute (Kong and Allan Group Limited), which has agreed to serve a partner organization in the Xplore Asia Program Coordinator Internship Program. This student internship period will begin at [Month], [Year] and will be completed [Month], [Year] . Please review the timeline at **Appendix C: Internship Work Plan**. Compensation during the student internship is 80RMB/day if working at the Asia Institute office and 100RMB/day if working outside of the Asia Institute office.

此实习协议是就读于 [大学] 的一名学生，姓名是 [学生姓名] 以及亚洲学院（隶属于坤麟集团有限公司）已经同意在亚洲学院项目协调员实习项目中实习，实习期为 [年][月] 到 [年][月] ，具体时间分配请详见附件：**实习工作计划**。在亚洲学院办公室工作，学生实习生的薪水是每天 80 元，在亚洲学院办公室外工作，学生实习生的薪水是每天 100 元。

The Student Agrees to following:

学生遵循以下条目：

I [Student's Name] , acknowledge that I have been given a unique opportunity to gain valuable professional experience during the Xplore Asia Program Coordinator Internship Program. I have reviewed **Appendix B: Internship Work Plan** and feel confident that I will be able to fulfill the internship duties and responsibilities described in a timely and professional manner. I also acknowledge that this internship is to be considered an academic experience and that my performance will be evaluated based on upon the following criteria:

我 [学生姓名] ，承认在亚洲学院游学亚洲协调员项目中，我很明确参与此次协调员项目是能够获得宝贵工作经验的良好机遇。我已经阅读了**附件 B：实习工作计划**。我认为我有信心能够按时和专业的实施实习的职责和担当责任。我也承认这次实习是作为一个学术经验，评估我的表现将基于以下标准：

- My ability to perform in a professional manner, as indicated by my ability to arrive to the office or place of work on time, my ability to meet deadlines, my ability to take initiative in learning, and my ability to interact with my supervisors and colleagues.

我能够以专业方式去表现，准时到达办公室或者应该去的工作地点，能够在截止日期前按时完成工作，积极主动，跟主管和同事沟通。

- My learning during the internship, as indicated by my ability to fulfill the work plan and my development of skills identified in the work plan.

我会主动学习实现工作计划的能力和技巧。

- The evaluation of my supervisor.

我愿意接受主管对我工作的评估。

- A brief report, to be completed within two weeks at the end of the internship, describing my learning

experience during the Xplore Asia Program Coordinator Internship Program.

在实习结束后的两周，会完成一份对于我在亚洲学院项目协调员实习项目的实习经验报告。

- I will not engage in any behavior that may negatively impact the Asia Institute, its staff, university partners or the participants on Xplore Asia Programs.

我不会有损亚洲学院，合作学校或者作为一个亚洲游学项目参与者形象的行为。

- Observance of the Asia Institute personal relationship policies described in **Appendix A: Personal Relationship Policy**.

我会遵循亚洲学院**附件 A: 个人关系政策条例**。

- I will not go to bars, night clubs or any places with students, faculty or any other participants involved in the Xplore Asia Programs during non-program hours, unless a group activity is arranged by the university/Asia Institute.

我不会跟来自客户学校的学生，老师或者任何参与项目的人去酒吧，夜总会等娱乐场所，除了学校或者亚洲学院组织的群体活动。

- I'll be responsible for all the costs that the Asia Institute paid for me to be as a PC in Xplore Asia Program Coordinator Internship Program(including but not limited to Transportation Fee, Accommodation Fee, etc...) if I drop out the program for personal reasons.

如果我因为个人原因中途退出项目协调员项目，我将承担亚洲学院已为我支付的与项目相关的费用（包括但不限于交通费、住宿费等）

The Asia Institute agrees to following:

亚洲学院会遵循以下条目：

- The Asia Institute will provide an internship experience that includes the goals, objectives and projects described in the Internship Agreement Form.

亚洲学院提供一个包含明确目标，目的和项目的实习经历，并在实习协议表里详细描述。

- The Asia Institute will provide oversight of the intern's project work, duties, responsibilities and performance.

亚洲学院会对实习生的项目工作，职责，责任和表现进行监督和管理。

- The Asia Institute will provide an overall assessment of the student intern upon completion.

亚洲学院提供学生实习完成情况的总的评估。

- The Asia Institute will cover all program expenses for the student intern, during travel with an Xplore Asia program, including, but not limited to hotel accommodations, transportation, meals, air or train tickets etc.

亚洲学院会承担实习生所在项目期间游学亚洲旅行的费用，包括但不限于酒店住宿，交通，餐费，机票，火车票等。

- The Asia Institute will purchase Travel Insurance on behalf of the student intern when the student intern is working outside of Shanghai.

当实习生在上海以外的地方进行实习工作，亚洲学院会为实习生购买旅游保险。

- The Asia Institute will compensate the student intern in the amount of 80RMB/day if working at the Asia

Institute office and 100RMB/day if working outside of the Asia Institute office.

亚洲学院会提供学生实习生相应的薪水，在亚洲学院办公室实习薪水是每天 80 元，在亚洲学院办公室外实习薪水是每天 100 元。

- If the internship is conducted at the Asia Institute office, the internship duties and responsibilities may be different job duties activities and not conducted during paid working hours.

如果在亚洲学院办公室实习，实习职责和责任将与协调员职责不同，薪金计算方式将有所变更。

I have read this document and I am clear about our mutual expectations. I understand that violation of this agreement may result in termination of the internship.

我已经阅读此文件并很清楚我们双方的期望，我理解违反协议会承担实习终止的后果。

Student Intern's Signature

学生实习生签名

PC Director's Signature

项目协调员项目总监

Date

日期

Date

日期

Appendix A: Personal Relationship Policy

附件 A: 个人关系政策条例

Each year the Asia Institute welcomes the participation of Chinese university student interns as Program Coordinators for the Asia Institute's Xplore Asia Programs. Student interns are given this opportunity to learn about managing and leading a group, daily financial management, and communication with U.S. university students for multi-cultural exchange. The Asia Institute takes great pride in providing this invaluable "practical experience" in addition to the academic lives of the student interns.

亚洲学院每年都会欢迎中国大学生以游学亚洲项目协调员的身份作为实习生加入到游学亚洲的项目中来。实习生将有机会学习团队管理和引导，日常财务管理，以及与美国大学生的文化交流等。亚洲学院对在实习生的学习生活之余，能够提供这样宝贵的实践经验引以为豪。

With this opportunity comes a high level of responsibility and accountability for each student intern. All student interns (Program Coordinator or Program Coordinator Leader) are therefore strictly prohibited from fraternization with students, faculty or any other participants involved in any Asia Institute Xplore Asia Programs during the internship period. Accordingly, it is the policy of the Asia Institute, that all employees of the Asia Institute and all student interns are prohibited from engaging in personal relationships with students, faculty or any other participants involved in any Asia Institute Xplore Asia Programs. Personal relationship may be defined as dating, romantic, sexual and/or otherwise intimate relationships, but are in no way limited to these definitions.

对实习生来说，伴随着此次机遇到来的是高度的责任感。所有的学生实习生（项目协调员或项目协调组长）都严禁与来访学校的学生、教师及其他参与者过分亲密。同时，所有亚洲学院职员和实习生都禁止与参加来访学校的学生、教师及其他参与者建立个人关系。个人关系定义为约会、情侣、性行为及其他亲密的个人关系，诸如此类。

In addition, all student interns agree to conduct themselves in a way that will in no way negatively affect the brand, reputation or image of the Asia Institute, and will in no way negatively affect the Asia Institute's university partners. Conduct that may negatively impact such brand, reputation or image and/or negatively affect the Asia Institute's university partners includes, but is not limited to, involvement with Asia Institute Xplore Asia Program participants during non-program hours, communications with students, faculty or any other participants involved in any Asia Institute Xplore Asia Programs that negatively reflect the Asia Institute and/or the Asia Institute's university partners, disclosure of confidential information provided by either the Asia Institute or the Asia Institute's university partners, speaking to the media without the written consent of the Asia Institute, or personal conduct that reflects an unprofessional manner when working with the Asia Institute's university partners.

此外，学生实习生应确保其个人行为将不会对亚洲学院的品牌、名声和形象以及亚洲学院的合作校方造成负面影响，包括并不限于在非项目期间与其他项目参与者的行为，与来访学校的学生、教师及其他参与者之间的有损亚洲学院或亚洲学院合作方的交流，私自泄露亚洲学院或亚洲学院合作方的机密信息，在没有亚洲学院书面确认的情况下报告媒体，以及与亚洲学院合作校方合作期间非专业的个人行为。

The Asia Institute adheres to such policies in an effort to prevent favoritism, morale problems, disputes or misunderstandings, potential harassment claims, legal actions and inferences of impropriety. Alleged violations of this policy by student interns, **shall be investigated by the Asia Institute**, and, if it is determination is made that a violation has occurred during any Asia Institute Xplore Asia Program, upon consultation with **the student intern's college or university and the Asia Institute PC Director**, the student interns will be dismissed

immediately and will not be granted a future opportunity for employment, including an internship, with the Asia Institute.

亚洲学院遵循以上条例目的是杜绝偏袒、道德问题、争执、误解、潜在的骚扰、法律行为和诸多的不妥。如被举报有违反条例者，**亚洲学院将对其进行彻查**。基于咨询实习生所在学校和亚洲学院游学项目协调员负责人的意见后，确认在项目期间确有违规，亚洲学院将立即开除实习生，并永久不再考虑其在亚洲学院的实习及就业机会。

Appendix B: Internship Work Plan

附件 B：实习工作计划

| Month 月份 | Items 细则 |
|--|--|
| [Date] to [Date], [Year] [年份][日期]到[日期] | [Sample Work Arrangement]/[工作安排示例] Preparation at the office/Home 项目开始前的准备工作 <ul style="list-style-type: none"> • Jan 20 - Program Details 了解项目细节 • Feb 5 - Operational Itinerary 完成具体行程 • Feb 17 - Check-in Name List/Site Visits List/PC Daily Diary/PC Leader Summary/Financial Record/Emergency Card for PC 完成酒店入住名单、公司拜访信息表、项目协调员日记、项目协调员总结、财务记录、紧急联系方式卡 (PC) |