



## Asia Institute Introduction/亚洲学院简介

The Asia Institute was founded by a leading group of professionals, academics and corporate partners who share a mission to build the leading university platform for connecting Asia with the rest of the world. To date, the Asia Institute partners with over 20 universities in three different countries, and has worked with over 350 students and faculty, in areas such as short-term programs, student recruitment, experiential learning, faculty exchange, and career development.

亚洲学院是由一群学术和商业的专业人士创建的为构建亚洲与世界之间联系为目标的高校交流平台。迄今为止，亚洲学院已建立与三个国家二十多所大学的合作，接待了三百五十多名学生和教师，内容涉及短期交流、学校招生、拓展培训、教师学术交流、学生职业规划等。

## Program Coordinator Program Introduction/项目协调员项目简介

The Asia Institute's Program Coordinator Program is specifically designed for Chinese universities, as a way to connect Chinese and American students. Through this intensive training and experiential learning program, dozens of Chinese students are given the opportunity each year to travel within China, while learning valuable leadership and inter-personal skills.

亚洲学院项目协调员项目是一座面向中国广大高校，连接中外学生的桥梁。通过这种短期密集型的培训和经验性学习项目，每年都有数十名的中国大学生通过参加该项目学习宝贵的领导力和人际交往技能。

## Learning Opportunities for Program Coordinators/协调员学习机遇

The Asia Institute's Program Coordinator Training Program is an involved training series, where Chinese students can gain valuable skills and leadership development. The following skills offer examples of the areas a student can develop during the training program:

亚洲学院协调员通过一系列的培训活动，培养中国大学生的人际交往技能，促进其领导力的发展。在训练过程中，学生可获得如下能力培养：

<u>Program Coordinator</u> <u>(2nd or 3rd Year Students)</u>	<u>Program Coordinator Leader</u> <u>(3rd or 4th Year Students)</u>
Managing a Group	Project Management
Managing Partners	Financial Management
Relating with Foreign Students	Emergency Preparedness
Personal Management	Leadership
项目协调员 (大二大三)	项目协调组长 (大三或大四学生)
团队管理的能力	项目管理的能力
协调与合作方关系的能力	财务管理的能力
协调与外国学生关系的能力	应急能力
个人管理的能力	领导力

## Program Coordinator Responsibilities/项目协调员职责

Prior to and during the Asia Institute short-term programs, Program Coordinators will be closely involved in the development and management of the programs. Responsibilities for the Program Coordinators include:



在亚洲学院短期项目开始前及进行过程中，协调员将深入到项目各方面的发展和管理中。项目协调员的责任包括：

Customer Satisfaction Assurance	Program Modifications
Driver Scheduling and Oversight	Schedule and Operations Building
Information Presentation (Maps, Guides)	Group Management (Headcount, Managing a Line)
Daily Recording and Reporting	Being a Strong Ambassador of China

  

确保客户满意	项目调整
安排和监管司机行程	行程安排和运营管理
信息处理 (地图, 手册)	团队管理 (核对人数, 维护秩序)
日常记录及汇报	塑造良好的大使形象

### U.S. Participating Universities/美国合作大学

The Asia Institute partners with over 20 universities in three different countries. Some of the Asia Institute's U.S. universities partners are:

亚洲学院曾与三个国家二十多个大学合作，亚洲学院一些合作大学如：

Columbia University	Bucknell University
University of Pittsburgh	Stetson University
Purdue University	Quinnipiac University
Indiana University	Tulane University

哥伦比亚大学	巴克内尔大学
匹兹堡大学	史丹森大学
普度大学	奎尼匹克大学
印第安纳大学	杜兰大学

### Cost for Chinese Universities and Students/中国高校及学生费用

There is no cost for a Chinese University or its students to join the Program Coordinator Program. If there is an interest from the university, the Program Coordinator Program may offer credits to students and there is daily compensation available to students participating.

参与亚洲学院项目的中国高校及学生无需承担任何费用。如若校方有意，参与本项目的学生可以获得相应的学分，亚洲学院额外提供实习期每日补贴。

### Related documents, please review appendix/相关的文件请参考附件：

A: Program Coordinator Criteria/协调员项目用人要求



B: Program Coordinator Internship Agreement/ 协调员项目实习协议

C: Personal Relationship Policy/ 个人关系政策

D: Program Coordinator Internship Work Plan/ 协调员项目工作计划

E: Program Pictures/ 项目照片实例

## Appendix A: Program Coordinator Criteria

### 附件A: 协调员项目用人要求

#### Criteria/要求:

- Number of Program Coordinators: 10  
协调员所需人数: 10 人。
- Majors: Preferred English, Business English, Tourism or Hospitality Management
- 专业: 倾向于英语, 商务英语, 旅游/酒店管理。
- Grade Level: Undergraduate and Graduate Students  
年级: 在读大学生或者研究生。
- Grade Point Average (GPA): Greater than 2.90  
平均积分 (GPA): 不低于 2.90。
- English Competency: Fluent, Strong Speaking, Listening, Reading and Writing Skills  
英语能力: 听说读写 熟练
- Computer Skills: Microsoft Office, Excel, PowerPoint, Photoshop (Preferred), CorelDRAW (Preferred)  
计算机技术: 熟悉办公文档Excel, Word和 PowerPoint的处理为基本, 了解并能应用Photoshop或者CorelDRAW优先。
- Other Position Requirements: Willing and Excited to Travel, Responsible, Good Communication Skills, Interested to Work with Foreigners, Interested and Engaged in Learning, Good Listener  
其他要求: 愿意并乐意旅行, 具有责任心, 良好的沟通能力, 有兴趣跟外国人一起工作, 交流, 对于学习新的事情感兴趣, 很好的倾听者。
- Other Preferred Experience: Experience Working with Foreigners, Tour Guide and Official Certificate  
其他优先的经历: 曾经与外国人一起工作过, 有导游证优先。
- Other Characteristics: Outgoing Personality, Not Arrogant/Aggressive/Quiet, Appearance is Not Distracting, Prompt and On Time for Responsibilities  
其他特征: 个性外向, (谦虚谨慎), 善于交谈, 五官端正, 有进取心, 守时, 富有责任心。

#### FAQ (Frequently Asked Questions):

- Can I earn university credit for the AI Program Coordinator position, which counts towards my university degree?  
这个亚洲学院的项目协调员可以得到学校的学分吗? 这个实习机会对于我的学业有帮助吗?
  - Graduate Students: TBD/研究生: 待定
  - Undergraduate Students: TBD/大学生: 待定
- Is there compensation for the AI Program Coordinator position at the Asia Institute?  
亚洲学院的项目协调员会有薪酬吗?



Yes. The regular compensation is minimum 60RMB/day if working at the Asia Institute office and minimum 80RMB/day if working outside of the Asia Institute office.

是的，通常来讲，在办公室内实习的薪水是人民币80元起/天，在办公室外实习的薪水是人民币100元/天。

- Will the AI Program Coordinator position influence my class attendance? Will involvement in the AI Program Coordinator position impact my final grades?

作为亚洲学院的项目协调员会影响我的上课出勤率吗？参与这个项目会影响我最终的学习成绩吗？

Yes, the AI Program Coordinator position may influence your attendance of all classes. **TBD**

是的，这个实习会影响少许上课出勤率。但是在学校或者学院批准的情况下，这个项目不会影响最终学习成绩。

- Is there training for the AI Program Coordinator program?/ 亚洲学院会针对这个实习工作进行培训吗？

Yes. There is an intensive and comprehensive training for all AI Program Coordinators. The training program will require participation for 3 days in November 2012.

是的，亚洲学院会在11月对所有的项目协调员进行3天集中和综合培训。

- What will I learn from the AI Program Coordinator training program?/ 我能在这个培训中学到什么？

As an AI Program Coordinator you can learn valuable skills such as managing and leading a group, daily record keeping and financial management, project management, emergency preparedness and also how to communicate better with American students and faculty.

作为项目协调员，通过培训，你可以获得非常有价值的能力，例如管理和领导一个团队，日常财务管理，项目管理，紧急事件准备和处理能力，以及如何与各层次国内外公司人员、国内外师生交流的能力。

- How much time is required for the AI Program Coordinator position? 这个职位的时间要求是怎样的？

The regular time requirement for the AI Program Coordinator position is 3 days of training in November 2012, 3 weeks of part-time preparation in either February/March or April/May 2012, and 5 to 15 days of actual program involvement in February, March, May and June 2012.

- 2012年11月 3天培训时间
- 2012年1/2/4月 每周1-3天的项目准备期
- 2013年3/5/6月 项目期间5-15天，每人一般参与一个项目。

## Appendix B: Asia Institute Internship Agreement (Xplore Asia Program Coordinator)

### 附件 B: 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 \_\_\_\_\_ a student at \_\_\_\_\_, 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 Nov. 2012 and will be completed July, 2013. 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\_\_\_\_\_的一名学生，姓名是\_\_\_\_\_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 **2012 年 11 至 2013 年 7 月**，具体时间分配请详见**附件 D：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 \_\_\_\_\_, 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\_\_\_\_\_, 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 D: Personal Relationship Policy**.

我会遵循亚洲学院**附件 C：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。

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 C: Personal Relationship Policy

### 附件 C: 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 determined 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 D: Internship Work Plan

##### 附件 D：实习工作计划

Month 月份	Items 细则
August, 2012 2012 年 8 月	Initial Documents for University Partners 为合作校方准备的初步文件 <ul style="list-style-type: none"> <li>AI PC Introduction 亚洲学院游学协调员项目简介</li> <li>AI PC Training Timeline Plan 亚洲学院游学协调员项目培训时间表</li> <li>AI PC Review Criteria 亚洲学院游学协调员项目评判标准</li> </ul>
September, 2012 2012 年 9 月	PC Recruiting 项目协调员招募 <ul style="list-style-type: none"> <li>PC information posted for initial recruiting of candidates 张贴招募信息</li> <li>Potential PC's selected according to defined criteria (<b>Deadline: September 28</b>) 根据既定标准挑选协调员候选人 (<b>截止日期: 9 月 28 日</b>)</li> </ul>
October, 2012 2012 年 10 月	PC Review and Interviewing 协调员复审及面试 <ul style="list-style-type: none"> <li>Set up interview schedule for each PC candidates (<b>October 08-12</b>) 安排面试时间 (10 月 8 日-10 月 12 日)</li> <li>PC candidate interviews (<b>October 15-24</b>) 协调员候选人面试 (10 月 15 日-10 月 24 日)</li> <li>10-20 PCs selected (<b>October 26</b>) 挑选 10-20 名协调员 (10 月 26 日)</li> </ul>
November, 2012 2012 年 11 月	PC Training ( <b>?Course Credit</b> ) 协调员培训 (? 学分) <ul style="list-style-type: none"> <li><b>November 02</b> 11 月 2 日 <ul style="list-style-type: none"> <li>Asia Institute Introduction/Program Operations 亚洲学院简介/项目运营介绍</li> </ul> </li> <li><b>November 09/10/12</b> 11 月 9、10、12 日 <ul style="list-style-type: none"> <li>Intensive PC Training Program with Final Test 集中培训与选拔</li> </ul> </li> </ul>
December, 2012 – February, 2013 2012 年 12 月-2013 年 2 月	PC Leader/PC Program Operations ( <b>?Course Credit</b> – PC Leader/PC Group 1) 协调组长/协调员项目运营 (? 学分-协调组长/协调员 第一组) <ul style="list-style-type: none"> <li>PC Leader/PC Final Decision (<b>December 24: 6 -8 PC Leaders, 8-10 PCs</b>) 协调组长、协调员的最终确定 (11 月 24 日: 6-8 名协调组长, 8-10 名协调员)</li> <li>PC Leader/PC Program Assignment (<b>January 03</b>) 协调组长、协调员任务分配 (1</li> </ul>





	<p>月 3 日)</p> <ul style="list-style-type: none"> <li>• <b>PC Leader/PC Welcome Party (January TBD)</b> 协调组长、协调员欢迎会</li> <li>• <b>March Program Preparation (January 07 - February 01 &amp; February 18 - March 08)</b> 三月份项目准备工作 (1 月 7 日-2 月 1 日, 2 月 18 日-3 月 8 日) <ul style="list-style-type: none"> <li>➢ PC Leaders (2-3 days per week) 协调组长 (每周 2-3 天)</li> <li>➢ PCs (1 day per week) 协调员 (每周 1 天)</li> </ul> </li> <li>• <b>March Programs Begin (February TBD)</b> 三月份项目启动 <ul style="list-style-type: none"> <li>➢ On the Ground PC Leaders/PCs 协调组长、协调员项目跟进</li> </ul> </li> </ul>
March, 2013 2013 年 3 月	<p>PC Leader/PC Program Operations Continued 协调组长、协调员项目运营进行</p> <ul style="list-style-type: none"> <li>• <b>March Programs Continue (March TBD)</b> 三月份项目持续进行 <ul style="list-style-type: none"> <li>➢ On the Ground PC Leaders/PCs and Feedback Analysis Report 协调组长、协调员项目跟进和反馈分析报告</li> <li>➢ PC Leaders (2-3 days per week) 协调组长 (每周 2-3 天)</li> <li>➢ PCs (1 day per week) 协调员 (每周 1 天)</li> </ul> </li> </ul>
April, 2013 2013 年 4 月	<p>PC Leader/PC Program Operations <b>(?Course Credit)</b> 协调组长、协调员项目运营 <b>(? 学分)</b></p> <ul style="list-style-type: none"> <li>• <b>May/June/July Program Preparation (April 15 - May 10)</b> 五月份、六月份、七月份项目准备工作 (4 月 15 日 - 5 月 10 日) <ul style="list-style-type: none"> <li>➢ PC Leaders (2-3 days per week) 协调组长 (每周 2-3 天)</li> <li>➢ PCs (1 day per week) 协调员 (每周 1 天)</li> </ul> </li> </ul>
May, 2013 2013 年 5 月	<p>PC Leader/PC Program Operations Continued 协调组长、协调员项目运营进行</p> <ul style="list-style-type: none"> <li>• <b>May/June/July Programs Continue (May TBD)</b> 五、六、七月份项目持续进行 (具体日期待定) <ul style="list-style-type: none"> <li>➢ On the Ground PC Leaders/PCs 协调组长、协调员项目跟进</li> </ul> </li> </ul>
June - July, 2013 2013 年 6 月-7 月	<p>PC Leader/PC Program Operations Continued 协调组长、协调员项目运营进行</p> <ul style="list-style-type: none"> <li>• <b>May/June/July Programs Continue (June-July TBD)</b> 五、六、七月份项目持续进行 (具体日期待定) <ul style="list-style-type: none"> <li>➢ On the Ground PC Leaders/PCs and Feedback Analysis Report 协调组长、协调员项目跟进和反馈分析报告</li> <li>➢ PC Leaders (2-3 days per week) 协调组长 (每周 2-3 天)</li> <li>➢ PCs (1 day per week) 协调员 (每周 1 天)</li> </ul> </li> <li>• <b>Celebration Party 2013 (June/July 2013)</b> 庆功会 (2013 年 6 月或 7 月)</li> </ul>



The Asia Institute

亞洲學院

Suite E2, 18F, JuneYao International Plaza, 789 Zhaojiabang Road, Shanghai, China 200032

P: +86-21-6115-8157 F: +86-21-6115-8158

## Appendix E: Program Pictures

附件E: 项目照片实例

