

Chinese Internship

General requirements:

<https://radow.kennesaw.edu/wlc/learning-beyond-classroom/internships.php>

- Work hour requirement: minimum 10-11 hours/week for 15 weeks.
- Minimum GPA: 2.5 ; Prerequisite: CHIN 3302 or permission of the instructor.
- Course registration: CHIN 3398 (3 credit hours); CHIN 3398 is only offered in spring or fall semesters.
- Approval of program coordinator, Dr. Wenhua Jin at wjin@kennesaw.edu, and the Department.
- All paperwork must be finished at least two weeks before the end of the semester preceding the internship semester.

Internship Opportunities

I. American Chinese Media, LLC.

<https://american-chinese-media-llc.business.site/>

<https://AtlantaChinese.Life>

Contact: Mr. Chao Li, CEO

Tel: 678-685-8086

Email: chao.l@usacmedia.com

Address:

6035 Peachtree Rd.

Ste C210

Doraville, GA 30360

United States

Tasks for interns:

1. Assists the supervisor in the office with daily operations and provide customer service by greeting the customers in Chinese.
2. Participates in the short video projects of the multiple-media group, writing screen scripts of Chinese short videos and assisting performances and camera shooting.
3. Assists the team to conduct market analysis of local businesses and formulate feasible business promotion marketing plans
4. Translates and improves the English version of the media kits
5. Contacts the potential advertisers of company via phone calls or emails in Chinese and English.

II. JoJo Learning

<https://www.jojolearning.com/>

Contact: Ms. Christine Yang Barry, Co-founder and CEO

Email: christine@jojolearning.com

JoJo LLC is an educational technology company headquartered in Atlanta, Georgia. Since its establishment in early 2018, the company has provided resources for English-speaking parents seeking to raise children fluent in Mandarin Chinese. Resources include a book-reading robot, a translation pen, Chinese and Chinese-English bilingual books, a monthly subscription box, as well as an animated ebook App subscription. Consistent with the international trend of more and more families starting to train children to acquire a second language from infancy, JoJo has cooperated with leading international technology companies to apply high-tech solutions to language learning.

Internship tasks may include:

- Based on a social media content calendar, help draft Instagram posts: topics include introduction to Chinese children's books, Chinese holidays, customs, etc.
- Take and format pictures and videos of Chinese language products (books, book reading robots, translation pens, etc.) for Social Media posts-Instagram and Facebook, providing useful content for parents raising children (age 0-5) to speak Chinese.
- Format and add branding to photos for social media posts
- Come up with a list of ideas for company videos on TikTok.
 - Our company is planning to launch a TikTok account to attract more customers. To do this, we'd like to have a list of videos which would help get the attention of our future customers. Examples of video topics are:
 - introductions to different Chinese holidays, customs, idioms, & phrases.
 - Chinese children's games
 - How to cook Chinese foods
 - Crafts for kids learning Chinese (we already have some printable crafts we could use)
- Search social media outlets and compile a list of parent and American Born Chinese influencers whose audiences you think would resonate with our brand.
- Provide Chinese-English translation and formatting help to the JoJo leveled Chinese reader drafts (JoJo is writing a Chinese leveled reader series to teach 1000 most frequently used Chinese characters to children 3-5 years old)
- Other daily office operation including warehouse management and order fulfillment.

Education and Experience

- Ability to read basic Chinese text with or without assistance (children's picture books)
- Interest and knowledge of Chinese culture
- Excellent English writing skills
- Understanding of American culture
- Passion to work with an early childhood education brand trying to build bridges between the U.S. and China
- Excellent communication and interpersonal skills
- Creativity and inventive problem-solving skills
- Ability to take ownership and work independently while also being collaborative
- A passion for learning and for helping others learn

III. Tongxin Chinese Academy Inc. (also known as Wonderland International School)

Address: 10750 Medlock Bridge Rd, suite 200, Johns Creek, GA 30097

website: <https://www.wonderland-edu.com/>

Contact: Ms. Shujun Zhou, Principal

Phone: (678)323-9563

email: tongxinchinese@hotmail.com

Internship tasks may include:

- Be the lead teacher of the online Chinese-English language communication class
- Contact community resources to promote Chinese lessons, advertise, and conduct comparative analyses.
- Participate in the production of media publicity materials
- Assist in educational administration
- Get involved in in-person Chinese classroom teaching
- Work as a tutor for the non-profit Chinese language teaching section
- Prepare program documents for a summer study tour in China

IV. The Georgia Department of Economic Development (GDEcD): Global Commerce Division China Initiatives Internship Description (highly competitive)

Location: GDEcD is located on the Georgia Tech campus at the corner of Spring Street and 5th Street and is MARTA accessible.

Contact: Stella Xu, Managing Director for China Office and Initiatives

Email: SXU@georgia.org

Function of Agency: GDEcD is the state's sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, locating new markets for Georgia products, attracting tourists to Georgia, and

promoting the state as a location for film and digital entertainment projects, as well as planning and mobilizing state resources for economic development.

Practical Experience Gained from Internship

The intern will get the opportunity to:

- Network with competitive international and regional businesses
- Practice effective communication skills and business etiquette
- Learn formal business drafting and editing techniques
- Learn international marketing promotional tools
- Learn international economic and investment strategy
- Learn coordination and project management in a complex and global competitive environment

Duties of Intern and Desired Qualifications

The intern's major responsibilities are assisting in developing marketing strategies and implementing programs that specifically target the Chinese and greater Asian markets. The intern's work will include but is not limited to:

- Research and edit marketing strategy materials
- Assist in drafting, editing, and translating emails
- Assist in the visitation of potential investors to the state
- Assist in coordinating incoming Chinese government delegations
- Assist with special missions and trade shows to China
- Develop and edit itineraries
- Assist with other miscellaneous office work

The ideal candidates will have

- A strong interest in the development of competitive economic markets and international investment
- A strong interest in promoting increased global commerce
- A strong interest in Chinese culture and business
- Excellent English reading and writing skills
- A good understanding of principal business, economic development, and marketing concepts
- Ability to work with a global team

Available Internship Terms: Spring, fall, or summer semester

Compensation: Internships are unpaid; course credit where applicable

Work Hours: You must work 16 – 20 hours per week during the spring and fall semesters. At least 2 full days (8:00 am - 4:00 pm) are required per week (Mon./Wed. or Tue./Thur.). If accepted, every applicant is required to go through a trial/training period. To apply, please send a resume and a writing sample to Stella Xu, Managing Director for China Office and Initiatives, at [SXU@georgia.org](mailto: SXU@georgia.org).

V. International Cooperative Education

<http://icemenlo.com/>