

Explanation on Practicum Credits

(Starts from 2013 F)

Practicum is an important part of your curriculum. Every student is required to earn certain number of practicum credits for graduation. Please record your attendance of every activity (except internship) you have attended on the Log Book. And get the signature or the stamp from the teacher in charge right after you attending the activity. The Log Book is required to be submitted to CIP office in your last semester of study in DHU and the Practicum credits will be added to your transcript. Please keep Log Book in a safe place and bring it with you every time when you attend the activity. Losing the Log Book may cause you losing your credits. If you lose your Log Book please ask for a new one from CIP office immediately.

International Forum (Required)

Required Credit: 2

Part of the unique nature of our program is monthly International Forums where we invite speakers to talk about different aspect of the real world. International Forum usually is conducted on every last Tuesday of the month. The schedule may change depends on the speaker's Schedule. You are required to attend **minimum 15 Seminars** provided in the International Forum or other occasions to get the according credits.

Immersion Week (Required)

Required Credit: 3

In addition to the international forum, every 9th or 10th week of the semester is the "Immersion Week". Instead of attending classes, students have opportunities to be exposed to the real business world through a variety of field trips different type of companies, workshops and other skill related activities. You are required to attend **minimum 15 activities** in total during your study in CIP to get the credits.

Social Practice (Required)

Required Credit: 2

Students are encouraged to expose to the real world and take part in social activities to know the society and improve their practical skills. (but not limited to) any of following format. Usually 40 hours of service will be count as 1 credit:

- ✓ Take part-time internship in some institute during the summer or winter holiday and receive positive feedback from employer. The evaluation letter with the stamp or the signature of your employer is required for the credit approval
- ✓ Participate in business projects organized by CIP, such as serving in the exhibitions and receive positive feedback.
- ✓ Join the student association, such as ISA, or CIPSA, and serving the students for 1 year and receive positive feedback from the teacher in charge
- ✓ Studying in another university full-timely as the exchange students sending by Donghua University based on the university agreements or recommended by CIP. 1 to 2 semester-studies equals 2 credits of social practice in addition to the course credits. If the studying period is less than 2 month but more than 2 weeks, such as summer programs, additional 1 credits of social practice will be awarded with your course credits.
- ✓ Other practical activities alike.

You need to fill the social practice form which is available in CIP office to get the credits

Volunteering/Community Services (Required)

Required Credit: 3

Volunteering/Community service is a crucial part of a well-rounded education. Participating in community service in college prepares students to be productive members of society. It allows student the opportunity to understand the importance of service to others as a fundamental aspect of being a member of any community. To earn 1 credit, student is required to provide a minimum of 30 hours of service.

- ✓ Sign up as the volunteer and help the university organizing charity activities and receive positive feedback.
- ✓ Sign up for the volunteer activities organized by ICES, such as visiting orphanage, and receive positive feedback.
- ✓ Participate the charity activities organized by the third party. A letter issued by the organizer is required for credit approval, which should include the information on the content and hours of the services you have provided and the

evaluation on your performance.

- ✓ Support the CIP Learning Center and volunteer to tutor CIP students on different subjects and receive positive feedback.
- ✓ Other practical activities alike.

Graduating Internship (Required)

Required Credit: 4

Graduating internship provides opportunities for students to gain experience in their field, determine if they have an interest in a particular career and create a network of contacts. To earn the credit student are require to complete a minimum of one month full time internship in a company (or minimum 3 days per week and about 160 hours in total). It is in the final year of your study in DHU and the internship could be in any countries as long as it meets the requirements. An internship form including the evaluation of your performance and signature of stamp of your company is required to get the credits.

Additive Credits (non–required)

Maximum Credit: 4

In order to encourage students to join variety of activities to gain different experience and increase the competency advantage of CIP students, the program provide other practicum credits for the students. You can also get credits for participating some activities which may not included in the above categories. This type of credits will be count into total credits. Some examples are given below. The final credit approval is determined by the school based on the application of the students.

Activities	Details		Credits	Remarks
Publishing Article(s)	Official Academic Journal	1 st author	3	Notice send by the journal should be submitted for credit approval
		2 nd or 3 rd author	1	
Variety of Competitions <i>Remarks:</i> 1. Competition could be talent show, Chinese Competition, Business Competition, Sport Competition, etc. 2. The copy of the certificate is required to be submitted. 3. Wining several prize in one big even will only count the highest Place.	National Competition	1 st Place	3	Can be count as Community Service Credits
		2 nd Place	2	
		3 rd Place	1	
		Participant	0	Can Count as 20 hours of community Service
	Municipal Competition	1 st Place	2	Can be count as Community Service Credits
		2 nd Place	1	
		3 rd Place	1	
		Participant	0	Can count as 15 hours of community Service
	University Competition	First 3 places		Can count as 10 hours of community Service
		Participants		Can count as 5 hours of Community Service
ICES Competition	First 3 places		Can count as 5 hours of Community Service	
	Participants		Can count as 3 hours of Community Service	
Others Contributions	Additional Community Service	30 hours per credit	Only for student who has finished 90 hours of Community Service	
	Additional Student Service	1 year for 2 credits	Only for student who has worked as the member in ISA or CIPSA for 1 year already	
	Other practical activities or contribution alike.			

Note: The interpretation of awarding practicum credits belongs to CIP Office