



KAMEHAMEHA SCHOOLS®  
Kealakūlia Department

KĀPILI 'OIHANA  
INTERNSHIP PROGRAM

# STUDENT HANDBOOK

SUMMER 2018

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# STATEMENT ON THE HANDBOOK

This handbook provides students with information regarding Kamehameha Schools' policies and services. This handbook supersedes any prior handbooks. The statements and policies in this handbook do not represent any kind of contract between students and Kamehameha, nor do they create or confer any legal rights. Kamehameha Schools needs to be flexible in order to keep pace with changing laws and requirements affecting and applicable to the goals and operations of the Schools. Because of that, this handbook may be modified, suspended or revoked at any time without notice and without taking into consideration custom or prior practices. Parents are encouraged to consult with the schools' administration if they have any questions about this handbook, need an update, or need further information about a specific policy or rule discussed in this handbook. Parents are expected to be familiar with all information contained in the handbook.

Inserted within this handbook is a Student Acknowledgement Form. This form lets us know that you have read, fully understand and support the information contained in the 2018 Student Handbook.



Kamehameha Schools  
Career and Post-High Counseling & Guidance Department

## Student Handbook Receipt & Acknowledgement Form

I, \_\_\_\_\_, have read and understand the roles, responsibilities, and standards of conduct as a participant in the Kāpilī 'Ōhāna Internship Program. I understand that failure to comply with these roles, responsibilities, or standards of conduct may result in my dismissal from the program.

I also understand the roles and responsibilities of internship sites as well as the guidelines for the standards of conduct by which they should follow. I understand that I should report any non-compliant activities to a Kāpilī 'Ōhāna staff member if a situation which comprises these guidelines should arise.

Please print:

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Initial(s)	Last Name

<input type="text"/>	<input type="text"/>
Signature	Date (DD/MM/YY)

Please submit all completed original forms to:  
kolp@kibe.edu

# STUDENT HANDBOOK ACKNOWLEDGMENT FORM

STUDENT



KAMEHAMEHA SCHOOLS®

Kealakūlia Department

## Student Handbook Receipt & Acknowledgement Form

I, \_\_\_\_\_, have received and read the roles, responsibilities, and standards of conduct as an internship site for the Kāpili 'Oihana Internship Program. I understand that part of my responsibility as a internship site with the Kāpili 'Oihana Internship Program is to be aware of the information presented in the site handbook.

I also understand the roles and responsibilities of the interns as well as the guidelines for the standards of conduct by which they should follow. I understand that I should report any non-compliant activities to a Kāpili 'Oihana staff member if a situation which comprises these guidelines should arise.

Please print:

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Initial(s)	Last Name

Please print:

Organization Name	<input type="text"/>
-------------------	----------------------

Signature

Date  
(DD/MM/YY)

Please submit all completed forms via email to:

[koip@ksbe.edu](mailto:koip@ksbe.edu)

## LEGACY OF KE ALI'I PAUAHI



*K*e Ali'i Bernice Pauahi Bishop was the great-grand-daughter and last direct royal descendant of Kamehameha I. During her lifetime, she witnessed a rapid decline of the Hawaiian population. With that decline came a loss of Hawaiian language, religion, customs, and most of all...spirit.

Despite the dire condition of her homeland and its people, Pauahi envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Ke Ali'i Pauahi articulated her vision in her last will and testament. She placed more than 375,000 acres of inherited Kamehameha lands in a perpetual endowment with one purpose: to create schools to improve the capability and well-being of Hawaiians.

In 1887, three years after her death, Ke Ali'i Pauahi's vision become reality with the opening of the Kamehameha Schools for Boys. Seven years later, the Kamehameha Schools for Girls was established. In the years that followed, students acquired the skills and knowledge necessary to weather the changes brought about by western civilization, helping Hawaiians find their place in the new society.

Today, Kamehameha Schools is the largest private landowner in the state of Hawai'i. Income generated from its residential, commercial and resort leases, as well as diverse investments fund the schools' educational programs and services.

Kamehameha Schools currently operates K-12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,400 keiki. It also operates 29 preschool sites enrolling 1,500 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

In addition to its preschool and K-12 programs, KS also serves thousands of additional learners by providing educational opportunities through summer enrichment programs, community education programs, financial aid and post-high scholarships.

Christian and Native Hawaiian cultural values and practices and service learning are integral to KS programs both on campus and in the community. It is the policy of Kamehameha Schools to give preference to applicants of Hawaiian ancestry to the extent permitted by law.





KAMEHAMEHA SCHOOLS®

*M*e ke Aloha Pumehana,

Welcome to the Kamehameha Schools' Kāpili 'Oihana Internship Program (KOIP). We congratulate you on securing an internship position that will allow you to gain the necessary skills and competencies to maintain a competitive advantage when entering into the workforce. Through this program, you will be given the opportunity to apply knowledge you have obtained in the classroom, hands-on experience and observations of concepts you have been exposed to thus far.

We hope this will be a positive learning experience for both you and your internship site as you build upon your knowledge and are able to develop a network of contacts for your future professional endeavors. Please do not hesitate to contact us at 1 (800) 842-4682 (IMUA) ext. 24406 if you have any questions or need career assistance in the near or distant future.

We wish you the best of luck during this internship session as well as continued success in your educational and future career pursuits.

Me ke kāko'o mau  
(With continuous support),

Kilohōkū  
Kamehameha Schools  
Kealakūlia Department

## KEALAKŪLIA DEPARTMENT

### BRANDING STATEMENT

Through a continuum of innovative, educational programs and partnerships, learners are culturally connected and prepared for college, career, and citizenship.

### CAREER PATHWAYS UNIT

The Career Pathways Unit (CPU) supports haumāna in their journey of personal and career development so that they prosper and thrive in their college, career, and leadership pursuits. As such, CPU aims to improve access to high-demand and emerging sectors by developing partnerships with businesses and organizations, to ensure haumāna have valuable workforce experiences and can succeed in an increasingly competitive world.

### ADDITIONAL KS APPROVED COUNSELING TOOLS

KS recognizes that advances in technology, will create new and innovative college and career counseling tools and from time-to-time, KS may pilot and/or implement these counseling tools into its program(s). KS may use the data collected by these tools for the purpose of internal reporting and statistical use.

## PROGRAM OVERVIEW

### KĀPILI ‘OIHANA INTERNSHIP PROGRAM

"To build a career or profession"

#### OBJECTIVE

The Kāpili ‘Oihana Internship Program, which translates to build a career or profession, seeks to provide Native Hawaiian students the opportunity to participate in and experience “real world” employment situations. Internship positions are available statewide with a varied selection of career fields including business, human services, and numerous other industries. Therefore, the program objective of Kāpili ‘Oihana is to provide Native Hawaiian college students with the opportunity to:

- Connect and apply academic knowledge to real life work experiences
- Increase knowledge and skills within a career industry
- Increase awareness in Hawaiian Values and Culture



#### ROLES AND RESPONSIBILITIES OF KĀPILI 'OIHANA INTERNS TO:

- Uphold professional and ethical behavior at all times
- Maintain confidentiality pertaining to internal and classified information from the internship site
- Report misconduct (discrimination, unethical activities, harassment, etc.) on behalf of the internship site to KOIP staff as soon as possible.  
(See Contact Info on pg. 25)
- Develop an intern schedule that is approved by the internship site
- Inform the host site if the intern schedule deviates from what was originally agreed upon
- Maintain acceptable attendance as agreed upon between the intern and the internship site.

And the:

- Completion of predetermined internship hours
- Present internship experience at Hō'ike event
- Completion of Intern Learning Plan (see Appendix 1)
- Completion of the Intern Evaluation/Reflection Survey

#### ROLES AND RESPONSIBILITIES OF KĀPILI 'OIHANA INTERNSHIP SITES TO:

- Provide interns with the orientation of a professional work environment
- Provide meaningful, relevant assignments that are career specific
- Expose interns to various departments within the company
- Assign a qualified mentor/supervisor to guide intern
- Evaluate intern's interviewing, work performance and program coordination.
- Submit the Internship Completion Verification Form (see Appendix 3)

## INTERN LEARNING PLAN (REQUIRED)

The purpose of the Intern Learning Plan (ILP) is to assist interns in developing learning objectives to serve as a foundation for a meaningful internship experience. Through this plan, interns will utilize Project Based Learning (PBL) to investigate and respond to a complex question, problem, or challenge which will be demonstrated through applying their academic knowledge in a real world setting. It is important and necessary to the success of the projects and internship experience that interns collaborate directly with their site supervisor when drafting their ILP.

### WHAT IS PROJECT BASED LEARNING?

According to the Buck Institute for Education, Project Based Learning (PBL) is a teaching method in which students' gains knowledge and skills by working for an extended period of time to investigate and respond to a complex questions, problem, or challenge. As a requirement of KOIP, interns will complete an Intern Learning Plan that highlights their learning in the following three focus areas: Application of Academic Knowledge, Skill Development, and Personal Development. By engaging in Project Based Learning, interns will continue to focus on those areas while also demonstrating their learning in the form of a project focused on a complex question, problem or challenge identified by both intern and site.

# KOIP Project Path

## What Interns Think About:

- What is the project asking me to do?
- What do I need to know in order to begin this project?
- Why is this important to this company, community and/or career field?
- Who will be impacted by my project?
- What resources can and should I use?
- What skills do I have and what skills do I need to help me with this project (refer to the 4 C's in the ILP)?
- Can I trust the information I am finding?
- What is my role in this process?
- How can I apply what I have learned to the project?
- What new questions do I have?
- Do I need more information?
- Is my work on track?
- What should I communicate about my work?
- How can I best share this with others?
- What have I learned and what should I do with the information and knowledge that I have gained?

## How Site Supervisors Support Inquiry:

- Support intern in constructing a Driving Question (i.e. simulations, exposure to the problem, attend a workshop addressing need, etc.)
- Facilitate process for generating intern questions
- Facilitate use and evaluation of resources
- Provide hands on opportunities, applied learning experiences and guidance in response to intern needs
- Highlight 21<sup>st</sup> century skills in Intern Learning Plan and provide feedback on mid-point evaluation
- Help interns apply learning to project tasks
- Provide additional experiences to generate new knowledge and questions
- Facilitate processes for feedback
- Help intern evaluate their work
- Facilitate student reflection on process and learning

Launch Project:  
Develop Driving Question

Build Knowledge,  
Understanding and Skills  
to Answer Driving  
Question

REVISION

Develop and Critique  
Products and Answers to  
the Driving Question

Present Project and  
Answers to the Driving  
Question (Hō'ike)

# INTERN LEARNING PLAN

The purpose of the Intern Learning Plan (ILP) is to assist you in developing learning objectives to serve as a foundation for a meaningful internship experience. Through this plan you will utilize Project Based Learning (PBL) to investigate and respond to a complex question, problem, or challenge which will be demonstrated through applying your academic knowledge in a real world setting. It is important and necessary to the success of your project and internship experience that you collaborate directly with your site supervisor when creating your ILP. Please contact your KOIP Counselor if you have questions regarding your KOIP ILP.

## PART I: PROJECT IDENTIFICATION

### INTERN INFORMATION

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Initial	Last Name
<input type="text"/>	<input type="text"/>	
Contact Phone Number	Contact Email Address	

### SITE INFORMATION

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Internship Site	Project Name	Internship Position	Island of Internship
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Site Supervisor	Contact Phone Number	Contact Email Address	

## PART II: PROJECT OVERVIEW

**IDENTIFY A PROBLEM, CHALLENGE OR COMPLEX QUESTION TO A CURRENT SITUATION AT YOUR INTERNSHIP SITE THAT YOU WILL BE FOCUSING ON FOR YOUR PROJECT.**

**PART II: PROJECT OVERVIEW (CONTINUED)**

*EDUCATION CASE: DESCRIBE HOW THE PROJECT YOU WILL BE EXECUTING UTILIZES OR ENHANCES YOUR ACADEMIC KNOWLEDGE OR SKILLS.*

*PROPOSED SOLUTION OR CLEAR STATEMENT THAT EXPLAINS THE PROJECT YOU WILL DELIVER.*

*PROJECTED PROJECT TIMELINE.*



### PART III: PROJECT OBJECTIVES

*DURING YOUR INTERNSHIP EXPERIENCE, YOU APPLIED THE FOLLOWING 21ST CENTURY SKILLS. IN THE EVIDENCE SECTION BELOW, PLEASE PROVIDE AN EXAMPLE OF HOW YOU DEMONSTRATED EACH SKILL:*

OBJECTIVE	EVIDENCE
<b>COMMUNICATION</b>	
<b>COLLABORATION</b>	
<b>CREATIVITY/ INNOVATION</b>	
<b>CRITICAL THINKING</b>	

### PART IV: PROJECT OUTCOME

*WHAT WAS THE OUTCOME OF YOUR PROJECT AND WHAT IMPACT DID YOUR PROJECT HAVE ON YOUR SITE?*

*IDENTIFY ONE CHALLENGE AND ONE SUCCESS RELATED TO YOUR PROJECT.*

*HOW WILL THE RESULTS OF YOUR INTERNSHIP EXPERIENCE INFLUENCE FUTURE DECISIONS (I.E. PERSONAL, EDUCATION, CAREER, COMMUNITY, ETC..)?*

## **STUDENT ORIENTATION (ALL INTERNS MUST ATTEND)**

Online orientations will be scheduled prior to the start of the internship session. All interns must attend one session. Information regarding the dates and times will be announced in early May.

## **MID-POINT EVALUATION (ALL SUPERVISORS MUST COMPLETE)**

Our Mid-Point Evaluation is designed to offer interns the opportunity to receive valuable feedback to improve overall performance in the workplace. Each site supervisor will complete a Mid-Point Evaluation for each participating intern at their respective sites. Both intern and site supervisor will review the evaluation and utilize the results to validate intern's progress and areas for development. This meeting allows each intern to gain a better understanding of their skills and performance midway of the internship session.

## HŌ'IKE (ALL INTERNS MUST ATTEND)

### TO SHOW, EXHIBIT

Kāpili 'Oihana interns and participating sites gather for Hō'ike at the end of the summer internship session to celebrate the culmination of the Summer internship sessions. At Hō'ike, students share their internship experiences with one another. Participants (interns and site supervisors) are asked to highlight their individual experiences. The hō'ike is scheduled for Wednesday, August 1st. All neighbor island interns will be flown to O'ahu for the event.

## PROGRAM PARTICIPATION AND RELEASE

Program participants may be released from the Kāpili 'Oihana Internship Program if:

- He or she displays behavior that is consistent with, but not limited to, the inappropriate behavior described in the "Standards of Conduct" section of this handbook
- Fails to perform the intern roles and responsibilities described in this handbook.

Release from the program may result in suspension and/or termination of any KS stipend award and may disqualify your participation in future Kāpili 'Oihana sessions.

### INTERNING AT SITE OWNED AND/OR OPERATED BY FAMILY MEMBERS

Interns are not permitted to work at sites owned and/or operated by immediate family members. Nor should interns apply to any Program site where an immediate family member is the hiring decision-maker or shall act as the intern's supervisor.

# STUDENT RECORDS AND INFORMATION

## STUDENT ACCESS TO EDUCATION RECORDS

Students and parents (if applicable) are allowed to:

- Inspect, review and obtain copies of the student's education record
- Request that others review the student's education record (except where Kamehameha Schools is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the Director or his/her designee
- Obtain copies of Kamehameha Schools' policies and procedures concerning student access to education records. Requests should be made at the Director's office.

## DIRECTORY INFORMATION

Generally, information such as phone numbers and addresses will not be released to outside parties who call the program. Instead, the name of the caller and any message will be taken. The program will then contact the student and/or parents, who may then decide if they wish to contact the caller.

Directory information may include:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Most recent and previous education institution attended
- Dates of school attendance
- Activities
- Other similar information.

## STUDENTS WITH DISABILITIES

The Americans with Disabilities Act, as amended, prohibits discrimination against individuals with physical or psychological disabilities. It is the policy of KS to make its programs, services, and activities accessible to a qualified person with a disability, unless there is a fundamental alteration in the nature of the program or service, undue hardship, or the student poses a direct threat to him or herself, or to others. A "qualified person with a disability" refers to an individual with a disability who is otherwise qualified to participate in any given school, program, or activity.

## INTERNSHIP STIPEND

A limited number of internship stipends are made available for students accepting unpaid internship positions. KS' Financial Aid and Scholarship Services (FASS) department administers and awards internship stipends. If you are interested in applying for an internship stipend, please visit the FASS website at: <https://apps.ksbe.edu/financialaid/posthigh/otheropportunities/> for more information.

Kamehameha Schools' policy is to give preference to stipend applicants of Hawaiian ancestry to the extent permitted by law.

Once all eligible interns have been placed FASS processes stipend applications using the eligibility requirements listed below:

- Be a Hawai'i resident.
- Be currently enrolled as a college or university student
- Be an applicant for a non-paid internship position at a eligible KOIP site
- Will not be receiving any other financial support (including other stipends) for this internship opportunity
- Not related to any employee including a supervisor, director, or officer or executive at the participating KOIP site
- Internships at Kamehameha Schools sites or its affiliates are not eligible for a stipend

Stipends available for the Summer 2018 Kāpili 'Oihana Internship Program:

- Full-time Stipend: \$2400.00
- Part-time Stipend: \$1200.00

Award notification letters are mailed to all applicants no later than mid-May 2018. Stipends are subject to the availability of funds. Student accepting unpaid internship positions should be able to commit to the internship opportunity regardless of whether a stipend is received.

Stipend Information:

- Internships must be completed and all requirements submitted to the Program
- Payment will be mailed directly to the intern in early October 2018
- Stipends are subject to IRS tax rules and Tax Document 1099-Misc will be generated and mailed in January 2018



## PROGRAM TIME LINE

KOIP Summer 2018 Timeline		
Action	Start Date	End Date
KOIP Handbook - Student Acknowledgement Form		5/21/2018
KOIP Handbook - Site Acknowledgement Form		5/21/2018
Site Orientation - ONLINE		5/21/2018
Intern Orientation - ONLINE		5/21/2018
Kāpili `Oihana Internship Program Period	<b>5/21/2018</b>	<b>8/24/2018</b>
KOIP ILP Part I and Part II	5/22/2018	Site Visit
Site Visit ( <i>within 2 weeks of the intern start date</i> )	6/4/2018	7/6/2018
KOIP Hō`ike	8/1/2018	
KOIP Intern Evaluations - ONLINE		9/7/2018
KOIP Intern Learning Plan: Completed Part I-IV ILP		9/7/2018
KOIP Internship Completion Verification Form: ICVF		9/7/2018

## STANDARDS OF CONDUCT

Interns and internship sites are expected to conduct themselves in a professional and ethical manner. This will ensure that both the intern and internship sites adhere to proper guidelines which create an environment that is conducive and progressive towards the intern's learning. Any instance where conduct on behalf of either the intern or internship site is inappropriate should be reported to a superior or Human Resources staff at the internship site as well as with the Kāpili 'Oihana Program staff. (Please refer to page 25 for contact information).

Here are a few guidelines whereby conduct shall be reported:

- Dishonest conduct including, but not limited to, false accusation, forgery, alteration of documents, misuse of host site's physical property
- Lewd, indecent, or obscene conduct
- Disorderly conduct including destructive and disruptive behavior
- Actions or violent behavior that endanger oneself or other individuals
- Unauthorized entry or use of host site's facilities, services, or property
- Verbal, physical, or sexual harassment
- Possessing any weapon or potential weapon that may cause unforeseen harm on oneself or other individuals
- Consumption of alcoholic beverages at the internship site
- Possession of illegal drugs or controlled substances

## SAFETY AND SECURITY

KS is committed to providing a safe, secure, and orderly environment for students, faculty, staff and visitors at KS campuses and other educational sites. Since Kāpili 'Oihana Internships are held at participating sites that are not on KS property nor under the control of KS, interns are ultimately responsible for their own personal safety and we ask that you please take necessary precautions to ensure your personal safety and well being.

### REPORTING UNLAWFUL ACTIVITY

If you witness unlawful or suspicious activities such as theft, arson or drug-use please report it immediately to your supervisor or Human Resources staff at the internship site, as well as to the Kāpili 'Oihana Program staff (please refer to page 26 for contact information). In cases of emergency, contact local law enforcement, fire, and/or emergency services officials.

If you witness acts of discrimination, harassment, intimidation, bullying, hazing or violence – please report the matter to the Kāpili 'Oihana Program staff to permit KS to take appropriate action. KS will investigate and handle such reports in accordance with its policies and procedures.

After the incident is reported and investigated, administrators may report the offense to local law enforcement officials if the act is serious and circumstances so warrant. KS may take disciplinary action, up to and including release from the program as determined by KS at its sole discretion.

### HI'IKUA HELPLINE

The Hi'ikua Helpline is a confidential helpline that provides interns with an alternative way to report any concerns or ask questions that affect the health, safety and/or well-being of any intern (e.g., harassment, intimidation, bullying, sexual harassment, violence or threats of violence, suicidal thoughts or actions, drug or alcohol use). While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should interns feel comfortable doing so.

The Helpline is administered by an independent third party to maintain confidentiality and is available 24 hours a day, 365 days per year. To access the Hi'ikua Helpline:

- Online: [www.hiikuahelpline.ethicspoint.com](http://www.hiikuahelpline.ethicspoint.com) or [www.ksbe.edu/hiikua](http://www.ksbe.edu/hiikua)
- Toll free: 1-844-284-2640

Kamehameha Schools does not tolerate retaliation against anyone who in good faith, reports a concern. It is a violation to knowingly report false allegations. An intern or staff member who is found to report a false allegation may be subject to disciplinary action.

### SECURING VALUABLES

To help safeguard property and valuables, interns and visitors are encouraged to lock all doors and windows before leaving a facility, lock car doors, and never leave valuables in exposed and/or unsecured areas.

### RIGHT TO SEARCH

Kamehameha Schools is a private educational institution responsible for the safety of its students, interns and faculty members. As such, KS reserves the right to search cars, persons and personal possessions if there is a reasonable suspicion that an individual is in possession of contraband items or has violated program rules or criminal laws. Searches may include drug and alcohol testing and/or the seizure of contraband items that may cause injury. Kamehameha Schools strives to ensure that searches and/or seizures be justified at their inception and reasonably related in scope to the circumstances that justified the initial search and/or seizure.

### HEALTH CARE AND INSURANCE

KOIP does not provide health services in relation to this program. Interns enrolled in KOIP are responsible for obtaining and maintaining their own health insurance throughout the term of the program with sufficient coverage and limits to cover any and all injuries or loss. For further information, please contact program at [KOIP@ksbe.edu](mailto:KOIP@ksbe.edu)

## FREQUENTLY ASKED QUESTIONS (FAQS)

### WHEN DOES THE INTERNSHIP START?

The summer 2018 session is from May 21st through August 24th.

### AM I ABLE TO PARTICIPATE IN MORE THAN ONE INTERNSHIP SESSION?

Yes. You are able to participate in more than one internship session although it is highly encouraged that you intern at a different site and/or position in order to broaden your experience, skills, and exposure to various work cultures.

### AM I ABLE TO START AND/OR REMAIN AT AN INTERNSHIP SITE LONGER THAN THE INDICATED PROGRAM TIME FRAME?

Yes, however, internship hours will only be counted for the hours that have been completed during the duration of the program. Therefore, it is important to ensure that you are able to commit to and complete either 120 hours for part time status or 240 hours for a full time status in order to successfully complete the program.

### WHAT IF I DECIDE THAT I AM NO LONGER ABLE TO PARTICIPATE IN THE PROGRAM?

If you have been offered and accepted an internship position but are no longer able to fulfill your commitment, please notify the contact person at your internship site as well as a KOIP staff member as soon as possible.

### WHAT IF I AM UNABLE TO COMPLETE ALL OF MY AGREED UPON INTERNSHIP HOURS?

In the instance that you are unable to complete all of your agreed upon internship hours, please notify the internship site and your KOIP counselor as soon as possible.

\*Please note that if you have been awarded an internship stipend it is expected that the recipient adheres to the Terms and Conditions of the internship stipend. Failure to meet the Terms and Conditions of the internship stipend may result in full or partial repayment of the stipend.



### CAN I APPLY FOR A STIPEND IF I HAVE SECURED MY OWN INTERNSHIP?

No. Stipends are only available for students who accept a non-paid internship with an internship site secured through the Kāpili 'Oihana Internship Program.

### CAN I GET COLLEGE CREDIT FOR MY INTERNSHIP?

We currently do not have any agreements with any college or universities. If you are interested in earning college credit for your internship, please work with your school and internship site to create an internship experience that meets your schools internship credit requirement(s).

### WHAT SHOULD I DO IF I AM EXPOSED TO MISCONDUCT OR INAPPROPRIATE BEHAVIOR ON BEHALF OF THE HOST SITE?

If you are placed in a position where you feel uncomfortable or that the Standards of Conduct have been compromised, please remove yourself from the situation and notify your immediate supervisor and/or the Human Resource Manager at the organization. Please also ensure that you notify a KOIP staff member so that the incident(s) may be addressed and a plan of action may be devised.

## KĀPILI 'OIHANA INTERNSHIP PROGRAM (KOIP) STAFF CONTACT INFORMATION

If you have any questions/concerns or experience any problems please contact KOIP staff members at the following telephone numbers and/or e-mail addresses:

### HEIDI DANGARAN

Program Manager

Phone: (808) 932-4406

Email: [hedangar@ksbe.edu](mailto:hedangar@ksbe.edu)

Kamehameha Schools

1266 Kamehameha Ave., Suite A5

Hilo, Hawai'i 96720

### MICHEL ARAKAKI

Employer Engagement Coordinator

Phone: (808) 534-8381

Email: [miarakak@ksbe.edu](mailto:miarakak@ksbe.edu)

567 South King Street Suite 320

Honolulu, Hawai'i 96813

## APPENDICES:

APPENDIX 1: KOIP INTERN LEARNING PLAN

APPENDIX 2: KOIP MID-POINT EVALUATION

APPENDIX 3: INTERNSHIP COMPLETION VERIFICATION FORM

# APPENDIX 1 : KOIP INTERN LEARNING PLAN

## INTERN LEARNING PLAN

The purpose of the Intern Learning Plan (ILP) is to assist you in developing learning objectives to serve as a foundation for a meaningful internship experience. Through this plan you will utilize Project Based Learning (PBL) to investigate and respond to a complex question, problem, or challenge which will be demonstrated through applying your academic knowledge in a real world setting. It is important and necessary to the success of your project and internship experience that you collaborate directly with your site supervisor when creating your ILP. Please contact your KOIP Counselor if you have questions regarding your KOIP ILP.

### PART I: PROJECT IDENTIFICATION

#### INTERN INFORMATION

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Initial	Last Name
<input type="text"/>	<input type="text"/>	
Contact Phone Number	Contact Email Address	

#### SITE INFORMATION

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Internship Site	Project Name	Internship Position	Island of Internship
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Site Supervisor	Contact Phone Number	Contact Email Address	

### PART II: PROJECT OVERVIEW

**IDENTIFY A PROBLEM, CHALLENGE OR COMPLEX QUESTION TO A CURRENT SITUATION AT YOUR INTERNSHIP SITE THAT YOU WILL BE FOCUSING ON FOR YOUR PROJECT.**

PAGE 1 OF 3

**PART II: PROJECT OVERVIEW (CONTINUED)**

*EDUCATION CASE: DESCRIBE HOW THE PROJECT YOU WILL BE EXECUTING UTILIZES OR ENHANCES YOUR ACADEMIC KNOWLEDGE OR SKILLS.*

*PROPOSED SOLUTION OR CLEAR STATEMENT THAT EXPLAINS THE PROJECT YOU WILL DELIVER.*

*PROJECTED PROJECT TIMELINE.*



### PART III: PROJECT OBJECTIVES

*DURING YOUR INTERNSHIP EXPERIENCE, YOU APPLIED THE FOLLOWING 21ST CENTURY SKILLS. IN THE EVIDENCE SECTION BELOW, PLEASE PROVIDE AN EXAMPLE OF HOW YOU DEMONSTRATED EACH SKILL:*

OBJECTIVE	EVIDENCE
<b>COMMUNICATION</b>	
<b>COLLABORATION</b>	
<b>CREATIVITY/ INNOVATION</b>	
<b>CRITICAL THINKING</b>	

### PART IV: PROJECT OUTCOME

*WHAT WAS THE OUTCOME OF YOUR PROJECT AND WHAT IMPACT DID YOUR PROJECT HAVE ON YOUR SITE?*

*IDENTIFY ONE CHALLENGE AND ONE SUCCESS RELATED TO YOUR PROJECT.*

*HOW WILL THE RESULTS OF YOUR INTERNSHIP EXPERIENCE INFLUENCE FUTURE DECISIONS (I.E. PERSONAL, EDUCATION, CAREER, COMMUNITY, ETC.)?*

## APPENDIX 2 : KOIP MID-POINT EVALUATION



### Kāpili 'Oihana Internship Program Midpoint Evaluation of Student Intern

Student:  Internship Site:

Internship Position:  Supervisor:

Please circle the number that best describes the current performance of the student intern placed in your organization in the following areas. Use the descriptions offered below to guide your choices.

1= *Unsatisfactory*      2= *Developing*      3= *Proficient*      4= *Excellent*      N/A= *Not Applicable*

#### A. PROFESSIONAL QUALITIES

1. <b>Work Quality:</b> Reliability, efficiency, and orderliness of work produced	1	2	3	4	NA
2. <b>Work Quantity:</b> Amount or volume of work produced/completed	1	2	3	4	NA
3. <b>Creativity:</b> Capacity to generate new ideas, solve problems or understand tasks	1	2	3	4	NA
4. <b>Teamwork:</b> Ability to work with staff and supervisors in the working environment	1	2	3	4	NA
5. <b>Dependability:</b> Reliability and perseverance to complete any task assigned. Consideration of attendance and punctuality	1	2	3	4	NA
6. <b>Attitude:</b> Disposition to learn new things; openness to new ideas	1	2	3	4	NA
7. <b>Judgment:</b> Ability to make well-reasoned, sound decisions that affect work performance	1	2	3	4	NA
8. <b>Motivation:</b> Drive to engage in tasks and activities and to extend oneself to complete assigned tasks	1	2	3	4	NA
9. <b>Ethics:</b> Integrity and appropriate conduct in the work place	1	2	3	4	NA
10. <b>Professional Attire:</b> Dress code and appearance appropriate for the workplace	1	2	3	4	NA

#### B. PROFESSIONAL SKILLS

11. Written communication	1	2	3	4	NA
12. Verbal communication	1	2	3	4	NA
13. Time management	1	2	3	4	NA

#### C. OVERALL PERFORMANCE

14. Please rate the intern based on his/her performance from beginning to midpoint.	1	2	3	4	NA
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#### D. PROFESSIONAL STRENGTHS

15. In your opinion, what the the three main strengths that the intern possesses?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Midpoint Evaluation of Student Intern

### E. PROFESSIONAL RECOMMENDATION

16. In your opinion, what are three recommendations that can help your intern to meet or exceed the internship goals?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### F. AFFIDAVIT

This assessment was reviewed by the following parties:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Placement Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX 3 : INTERNSHIP COMPLETION VERIFICATION FORM



## Internship Completion Verification Form Summer 2018

### Directions:

- Please complete this form for each intern and email it to [kojp@ksbe.edu](mailto:kojp@ksbe.edu) for verification of completed internship hours.

- Submit by Friday, September 7, 2018.

Failure to comply could result in repayment of stipend award and/or disqualification in future participation for interns.

### Intern Information

<input type="text"/>	<input type="text"/>
Intern's First Name	Intern's Last Name

### Site Information

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Internship Site	Internship Position	Island
<input type="text"/>	<input type="text"/>	<input type="text"/>
Site Supervisor Name	Site Supervisor Contact Number	Site Supervisor Email Address

### Internship Information

Please select one: <input type="checkbox"/> Part Time Status (completed at least 120 hours) <input type="checkbox"/> Full Time Status (completed at least 240 hours)	Please select one: <input type="checkbox"/> Completed <input type="checkbox"/> Did NOT Complete
--	---

<input type="text"/>	<input type="text"/>
Supervisor's Signature	Date

Please complete this form and submit via email to [kojp@ksbe.edu](mailto:kojp@ksbe.edu)



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