



KAMEHAMEHA SCHOOLS®

Kealakūlia Department  
Career Pathways Unit

KĀPILI 'OIHANA  
INTERNSHIP PROGRAM  
INTERNSHIP SITE  
HANDBOOK  
2019

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## USE OF THE KS NAME & IMUA WARRIOR LOGO

The name “Kamehameha Schools” and the I Mua Warrior logo (shown below) are used and protected as trademarks, service marks, and trade names under federal and state law. They are valuable intellectual property of Kamehameha Schools (KS) and it is important to protect them and use them properly.

For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, please contact the Program Manager of the Kāpili ‘Oihana Internship Program at (808) 932-4406.



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## STATEMENT ON THE HANDBOOK

This Handbook provides Kāpili 'Oihana Internship Program (KOIP) sites with information regarding Kamehameha's policies and services. This Handbook supersedes any prior handbooks. The statements and policies in this Handbook do not represent any kind of contract between participating sites and Kamehameha, nor do they create or confer any legal rights. Kamehameha needs to be flexible in order to keep pace with changing laws and requirements affecting and applicable to the goals and operations of Kamehameha. 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. Internship sites are encouraged to consult with the Director 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. Internship sites are expected to be familiar with all information contained in the Handbook.

The Site Handbook Acknowledgement Form will be included in the site welcome packet. The submission of this form confirms that you have read, fully understand, and support the information in this Handbook.

## LEGACY OF KE ALI'I PAUAHI



*K*e Ali'i Bernice Pauahi Bishop was the great-granddaughter 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 School for Boys. Seven years later, the Kamehameha School 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 1,600 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.



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*M*e ke Aloha Pumehana,

Welcome to the Kamehameha Schools Kāpili 'Oihana Internship Program. We would like to thank you for your support and participation. Because of you, our students would not have the unique and valuable opportunity to learn the necessary skills and competencies that are critical to gaining a competitive advantage as they enter the workforce upon the completion of their degree programs.

Your professional experience and expertise transforms what each student is learning in their college/university classroom from the theoretical to the actual. We are confident that our students will be able to reach their full employability potential as a result of this experience.

We believe this internship opportunity will be a mutually beneficial relationship and experience for both your organization and the intern. We look forward to hearing about and seeing the many positive and exciting professional opportunities the student will be engaged in as a result of your participation in the Kāpili 'Oihana Internship Program.

Please do not hesitate to contact us at 1 (800) 842- IMUA 4682 (4682IMUA) ext. 24406 if you have any questions or need assistance in the future.

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

Career Pathways Unit  
Kamehameha Schools  
Kealakūlia Department

# KEALAKŪLIA DEPARTMENT

## KEALAKŪLIA WE/WHY STATEMENT

Advancing the love of learning through Hawaiian culture-based education

Kealakūlia supports the vision of a thriving lāhui by providing middle through postsecondary haumāna with educational opportunities through programs, services, and partnerships rooted in ‘ike Hawai‘i so learners are culturally connected and prepared for college, career, and community.

Kealakūlia is a department of the Kūamahi Community Education Division in the Community Engagement and Resources Group of Kamehameha Schools.

## KEALAKŪLIA PROGRAM STATEMENT

Our Kealakūlia community-based programs and services draw on ‘ike kūpuna to connect today’s learning with the future well-being of our lāhui. We foster innovative haumāna who are grounded in a Native Hawaiian identity, have a global and sustainable influence, and embrace the challenges and opportunities of tomorrow.

## CAREER PATHWAYS UNIT

The Kealakūlia 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. 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.

# PROGRAM OVERVIEW

## KĀPILI 'OIHANA INTERNSHIP PROGRAM

“To build a career or profession”

Meaning “to build a career or profession”, the Kāpili 'Oihana Internship Program (KOIP) is a year-round college internship program that offers internships both statewide and on the U.S. continent. KOIP seeks to provide Native Hawaiian students with the opportunity to engage with professionals within their fields of interest with internship positions available in a varied selection of career fields including business, human services, engineering, and numerous other industries. Through these experiences, Kāpili 'Oihana aims to enable Native Hawaiian college students to connect and apply academic knowledge to real-life work experiences, increase knowledge and skills within a career industry, build their professional network, and increase their awareness of Hawaiian values and culture.

### ROLE AND RESPONSIBILITIES OF KĀPILI 'OIHANA INTERNSHIP SITE:

- Orient interns to a professional work environment
- Provide interns with meaningful, relevant assignments that are career specific
- Expose interns to various departments within the company/organization
- Assign qualified mentors/supervisors to guide interns
- Evaluate interns' interviewing and work performances

Interns can be valuable additions to your organization. They bring new enthusiasm and motivation, as well as fresh perspectives and ideas. It is important to remember that an internship is foremost a learning experience for the student. An intern's work must be meaningful and allow them to gain skills and experience in the field. Understanding this will guide your organization's participation in the Kāpili 'Oihana Internship Program and will help you design a remarkable learning experience for the student, while simultaneously achieving your organization's objectives.

### BENEFITS TO THE INTERNSHIP SITE:

- Provides fresh, enthusiastic, and productive employees and workers
- Brings new and innovative ideas to an employer/organization
- Creates a pipeline of talent for a future work force
- Allows greater productivity during business cycles
- Allows the employer/organization the opportunity to have an impact on the careers of the intern students
- Provides access to highly qualified workers in a cost-efficient manner
- Relieves current staff to do more advanced or higher priority work
- Enhances company image and community involvement participation



## IMUAXCHANGE

website: <https://ksbe-csm.symplicity.com/>

Imuaxchange is our online platform that creates an expanded community space for employers to provide students with a wide selection of career-connected learning experiences, including internships through the Kāpili 'Oihana Internship Program.

With the launch of ImuaXchange in April 2019, we will be importing your organization's information as a participating KOIP summer 2019 site.

Please follow the steps below to access ImuaXchange and complete the identified tasks:

**STEP ONE:** Site supervisors will receive an email with login instructions, including username and password

**STEP TWO:** Review and accept the Terms and Conditions

**STEP THREE:** Review your site profile and make any necessary changes

**STEP FOUR:** Confirm the student(s) placed at your site

As a participating site for the Kāpili 'Oihana Internship Program, you will be able to access and complete the following in ImuaXchange:

1. Mid-point Evaluation of the Student Intern(s)
2. Internship Completion Verification

## INTERN LEARNING PLAN (REQUIRED)

It is a requirement of KOIP that interns complete an Intern learning Plan (ILP) that highlights their growth in the following three focus areas: Application of Academic Knowledge, Skill Development, and Personal Development, the purpose of which is to develop learning objectives that serve as a foundation for a meaningful internship experience.

To complete the ILP, interns will utilize the Project-Based Learning (PBL) framework to investigate and respond to a complex question, problem, or challenge as identified by both the intern and site. Interns will need to demonstrate the application of their academic knowledge in a real-world setting over the duration of the internship, thereby having the opportunity to gain valuable knowledge and skills in their respective career fields.

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.

# 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)

*\*Source: Adapted from BIE Project Path*

## 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.

## HUAKA'I: OPTIONAL LEARNING FIELD TRIP

A huaka'i may be offered during the Kāpili 'Oihana Session. This event may include learning in the areas of the Hawaiian culture, professional development/practices as well as a community service project. Details will be provided via email to the students and sites.

## INTERN TRANSPORTATION

Kāpili 'Oihana does not provide transportation. Intern is responsible for his/her own transportation to and from the internship site.

## 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, individuals share their internship experiences with one another. Participants (interns and site supervisors) are asked to highlight their individual experiences. Please refer to the KOIP timeline for the tentatively scheduled hō'ike date on O'ahu. Information regarding this event will be communicated by mid-June.

## OTHER SITE REQUIREMENTS

In addition, participating sites/organizations are expected to:

- Complete the online orientation
- Interview and select candidate(s) that will best meet the needs and expectations of the organization
- Complete and submit the KOIP Intern Applicant Selection Form (IASF)
- Complete an Interview Evaluation Form (IEF) for each applicant interviewed by the deadline date
- Complete a Site Evaluation Form pertaining to the assessment of the intern's work performance as well as evaluation of the program's coordination

## 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.

## PROGRAM TIMELINE

KOIP Summer 2019 Timeline		
Action	Start Date	End Date
KOIP Handbook - Student Acknowledgement Form		5/20/2019
KOIP Handbook - Site Acknowledgement Form		5/20/2019
Site Orientation - ONLINE		5/20/2019
Intern Orientation - ONLINE		5/20/2019
<b>Kāpili `Oihana Internship Program Period</b>	<b>5/20/2019</b>	<b>8/23/2019</b>
KOIP ILP Part I and Part II	5/20/2019	Site Visit
Site Visit ( <i>within 2 weeks of the intern start date</i> )	6/3/2019	7/5/2019
KOIP Hō`ike	8/1/2019	
KOIP Intern Evaluations - ONLINE		9/6/2019
KOIP Intern Learning Plan: Completed Part I-IV ILP		9/6/2019
KOIP Internship Completion Verification Form: ICVF		9/7/2019

Note: Details for a potential Employer Engagement event and student huaka'i (during the session) to be announced via email to sites and students.

## FREQUENTLY ASKED QUESTIONS (FAQS)

### HOW LONG DOES AN INTERNSHIP LAST?

Internships vary in length depending on the needs of the site and the student. The duration of the internship is for 14 weeks (refer to the program timeline for dates). In those 14 weeks, interns are to complete 240 hours for full-time status and 120 hours for part-time status.

### WHO SUPERVISES THE INTERN?

It is essential for interns to have a designated site supervisor (even if the intern will rotate through various departments within the organization) who is responsible for providing orientation, training, supervision, evaluation, and meaningful learning experiences. The site supervisor should be available to the student on a regular basis and possess expertise in the area in which the intern will work.

### WHO WILL EVALUATE THE INTERN?

The site supervisor should provide regular and meaningful evaluations of the student throughout the internship. Such regular evaluations help avoid miscommunication, misunderstanding of duties and responsibilities, and identify progress or lack thereof toward learning objectives.

Students should also evaluate the internship to determine if their learning objectives are being met, provide feedback on the value of the internship for future students and make suggestions to improve the internship process and experience as a whole.

### WHAT IS MY COMPANY'S/ORGANIZATION'S ROLE AND COMMITMENT AS AN INTERNSHIP SITE?

As a participating site, your organization's role is to provide interns with a professional work environment where they are able to be exposed to meaningful and relevant assignments that are career-specific. Interns should be introduced to various departments within the company and be assigned to a qualified mentor/supervisor who will direct them.

### WHO DO I CONTACT IF I HAVE QUESTIONS REGARDING THE INTERNSHIP PROGRAM?

Please contact any of the KOIP staff (refer to page 16).

## 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 supervisor or human resources staff at the internship site as well as with the Kāpili 'Oihana Internship Program staff.

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 to other individuals
- Consumption of alcoholic beverages at the internship site
- Possession of illegal drugs or controlled substances

## 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)

16-545 Old Volcano Road

Kea'au, HI 96749

### SANDRA TANAKA

Employer Engagement Coordinator

Phone: (808) 534-8524

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

567 South King Street Suite 320

Honolulu, HI 96813

### CHANSEN FUKUSHIMA

Employer Engagement Coordinator

567 South King Street Suite 320

Honolulu, HI 96813

### JON PRICE

Career Pathways Unit Director

Phone: (808) 534-3897

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