



KAMEHAMEHA SCHOOLS®
Kealakūlia Department
Career Pathways Unit

KĀPILI 'OIHANA
INTERNSHIP PROGRAM

STUDENT HANDBOOK

2019

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STATEMENT ON THE HANDBOOK

This Handbook provides students 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 students 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. Students 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. Students are expected to be familiar with all information contained in the Handbook.

The Student Acknowledgement Form will be included in the 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.



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, gain hands-on experience, and observe 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 success during this internship session and in your educational and future career pursuits.

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

KAPILI '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.

ROLES AND RESPONSIBILITIES OF KĀPILI 'OIHANA INTERNS:

- 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
- 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
- Complete predetermined internship hours
- Present internship experience at hō'ike event
- Complete Intern Learning Plan
- Complete the Intern Evaluation/Reflection Survey

ROLES AND RESPONSIBILITIES OF KĀPILI 'OIHANA INTERNSHIP SITES:

- Orient interns to a professional work environment
- Provide 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 performance
- Submit the Internship Completion Verification Form

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 Kapili 'Oihana Internship Program. With the launch of ImuaXchange in April 2019, we will be importing your information as a participating student in KOIP summer 2019.

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

Step 1: Students will receive an email with login instructions, including username and password

Step 2: Review and accept the Terms and Conditions

Step 3: Review your student profile and make any necessary changes

Step 4: Confirm your internship site placement

As a participating student in the Kapili Oihana Internship Program, you are required to complete your Intern Learning Plan on ImuaXchange. If accommodations are needed to complete your Intern Learning Plan, please contact your KOIP counselor.

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 21st 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)

STUDENT ONLINE ORIENTATION (ALL INTERNS MUST COMPLETE)

Online orientation will be available prior to the start of the internship session. Information regarding the orientation will be announced in early May.

MID-POINT EVALUATION

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 the interns' 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 interns and sites.

HŌ'IKE (ALL INTERNS MUST ATTEND)

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. Please refer to the KOIP timeline for the tentatively scheduled hō'ike date on O'ahu. 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 inconsistent with, but not limited to, what is outlined in the "Standards of Conduct" section of this Handbook and/or 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 are allowed to (where applicable):

- 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 Department 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 Department Director's office.

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.

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, 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: <http://apps.ksbe.edu/financialaid/post-highscholarships/kapilioihana/> 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 an 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, City, State, and Federal Government offices or any of their affiliates are ineligible for a stipend

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

STIPEND INFORMATION

Stipends will be disbursed in two increments. The first disbursement will be made once KOIP receives confirmation from the internship site that the internship has begun and all first disbursement requirements have been met. The first disbursement is issued no earlier than July 2019. The second disbursement will be mailed in early October 2019, once FASS is notified that all second disbursement requirements of the internship are complete.

Stipends are subject to IRS tax rules and Tax Document 1099-Misc will be generated and mailed in January.

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
Kāpili 'Oihana Internship Program Period	5/20/2019	8/23/2019
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 potential Employer Engagement event and huaka'i during the session to be announced via email to sites and students.

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 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.

STUDENT TRANSPORTATION

KS does not provide transportation. Interns are responsible for their own transportation to and from the internship sites.

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 Internship Program staff (please refer to page 21 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 your site supervisor and the Kāpili 'Oihana Internship 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. *(continued on the next page)*

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 or 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 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 and staff. 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.

FREQUENTLY ASKED QUESTIONS (FAQS)

WHEN DOES THE INTERNSHIP START?

The summer session is from May 20th through August 23rd.

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.

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

No. Stipends are only available for students who accept an unpaid 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 school's internship credit requirement(s).

WHAT SHOULD I DO IF I AM EXPOSED TO MISCONDUCT OR INAPPROPRIATE BEHAVIOR ON BEHALF OF THE INTERNSHIP 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

16-545 Old Volcano Road

Kea‘au, HI 96749

SANDRA TANAKA

Employer Engagement Coordinator

Phone: (808) 534-8524

Email: satanaka@ksbe.edu

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Honolulu, HI 96813

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