



KAMEHAMEHA SCHOOLS®

Kealakūlia Department  
Career Pathways Unit

# SITE HANDBOOK

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## STATEMENT ON THE HANDBOOK

This Handbook provides internship/practicum 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 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.

## LEGACY OF KE ALI'IPAUAAHI



Ke 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' Career Pathways Unit Work-Based Learning (WBL). 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 Kamehameha Schools Career Pathways Unit Work-Based Learning (WBL).

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 kākō'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 post-secondary 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 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.

# CAREER PATHWAYS UNIT

## PROGRAM OVERVIEW

Through these experiences, CPU 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 builds their professional network and increase their awareness of Hawaiian Values and culture.

## 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.

## ACADEMIC PRACTICUM

Academic practicums are courses of study that involves the supervised practical application of previously studied theory. They emphasize observation analysis, and application, or may include assisting with supportive tasks while closely shadowing a site supervisor. Practicums generally require no more time than what would be expected to complete an average college-level course. To be a host site, a business must be willing to comply with necessary agreements required by the university/college.

A Practicum differs from an internship when a course requires supervised practical work experience in a field, often a requirement for graduation. Where internships are often separate or optional work experiences available to many majors, practicums are most common for education and social work majors. In some cases, the practicum may be a part-time student teaching placement that occurs the semester before a student's full-time student teaching placement.

## ROLE AND RESPONSIBILITIES OF HOST 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

## ROLES AND RESPONSIBILITIES OF STUDENTS

Students working at any internship and/or practicum site are expected to fulfill the following roles and responsibilities. Please refer to page 12 for additional information concerning student conduct at host sites.

- Uphold professional and ethical behavior at all times
- Maintain confidentiality pertaining to internal and classified information from hosted site
- Report misconduct (discrimination, unethical activities, harassment, etc.) on behalf of the host site to CPU staff as soon as possible
- Develop a schedule that is approved by host site
- Inform the host site if student's schedule deviates from what was originally agreed upon.
- Maintain acceptable attendance as agreed upon between the student and host site
- Complete predetermined hours
- Present work-based learning experience at hō'ike event
- Complete student Learning Plan
- Complete the student Evaluation/Reflection Survey



## IMUA XCHANGE (IX)

The CPU utilizes IMUA Xchange, an online platform that creates an expanded community space for employers to provide students with a selection of work-based learning opportunities.

Through IX, sites will be able to:

- Review student documents including resumes and cover letters
- Complete a checklist of program requirements (mid -term and final evaluation)
- Refine your online employer profile
- Receive announcements, calendar invitations from the Career Pathways Unit
- Expand partnership opportunities-high school internships, career mentorship and professional networking
- Access the document library containing tutorials and user guides

## STUDENT LEARNING PLAN (REQUIRED)

It is a requirement that students complete a Learning Plan (LP) 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 LP, students will utilize the Project-Based Learning (PBL) framework to investigate and respond to a complex question, problem, or challenge as identified by both the student and host site. Students 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 work-based learning experience that students collaborate directly with their site supervisor when drafting their LP.

## STUDENT TRANSPORTATION

Kamehameha Schools does not provide transportation. The student is responsible for his/her own transportation to and from the participating site.

## MID-POINT EVALUATION

Our mid-point evaluation is designed to offer students the opportunity to receive valuable feedback to improve overall performance in the workplace. Each site supervisor will complete a mid-point evaluation for each student at their respective sites. Both student and supervisor will review the evaluation and utilize the results to validate the students' progress and areas for development.

## HUAKA'I: OPTIONAL LEARNING FIELD TRIP

A huaka'i may be offered during any work-based learning 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.

## HŌ'IKE

Students and host sites gather for hō'ike to celebrate the culmination of a work-based learning experience. At hō'ike, students share their individual experiences. Please refer to IMUA Xchange for hō'ike information. All neighbor island students will be flown to O'ahu for the event.

## PROGRAM PARTICIPATION AND RELEASE

Program participants may be released from a work-based learning experience if they display 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 student 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 work-based learning sessions.

## 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 a Site Evaluation Form pertaining to the assessment of the student's work performance as well as evaluation of the program's coordination

## WORK-BASED LEARNING AT SITE OWNED AND/OR OPERATED BY FAMILY MEMBERS

Students are not permitted to work at sites owned and/or operated by immediate family members, nor should students apply to any program site where an immediate family member is the hiring/decision-maker or shall act as the student's supervisor.

## STANDARDS OF CONDUCT

Students and participating sites are expected to conduct themselves in a professional and ethical manner. This will ensure that both the student and participating sites adhere to proper guidelines which create an environment that is conducive and progressive towards the student's learning. Any instance where conduct on behalf of either the student or participating site is inappropriate should be reported to a supervisor or human resources staff at the host site as well as with the CPU 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

## 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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## CAREER PATHWAYS UNIT STAFF CONTACT INFORMATION

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

### JON PRICE

Career Pathways Unit Director

Phone: (808) 534-3897

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

567 South King Street Suite 320

Honolulu, HI 96813

### 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

Phone: (808) 534-8263

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

567 South King Street Suite 320

Honolulu, HI 96813





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