



KAMEHAMEHA SCHOOLS®

CAREER & POST-HIGH  
COUNSELING & GUIDANCE  
DEPARTMENT

KĀPILI 'OIHANA  
INTERNSHIP PROGRAM

# INTERNSHIP SITE HANDBOOK

SUMMER 2014

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## USE OF THE KS NAME & I MUA 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 Schools' (KS) 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 KS, 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 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 KS 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. Internship sites are expected to be familiar with all information contained in the handbook.

Inserted within this handbook is a Site Handbook Acknowledgement Form. This form lets KOIP know that you have read, fully understand, and support the information in the 2014 site handbook.

SITE

  
KAMEHAMEHA SCHOOLS®  
Career & Post-High Counseling & Guidance Department

**Site 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 an 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:

First Name	Middle Initial(s)	Last Name

Please print:

Organization Name

Signature	Date (DD/MM/YY)

Please submit all completed original forms to:  
ATTN: KOIP  
Kamehameha Schools CPHCG  
1850 Makukane Street, Uluouo Bldg. D  
Honolulu, HI 96817-1887



KAMEHAMEHA SCHOOLS®

Career &amp; Post-High Counseling &amp; Guidance Department

## Site Handbook Receipt & Acknowledgement Form

I, \_\_\_\_\_, have received and read the roles, responsibilities, and standards of conduct as an internship site for the Kāpili 'Ōihana Internship Program. I understand that part of my responsibility as a internship site with the Kāpili 'Ōihana 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 'Ōihana staff member if a situation which comprises these guidelines should arise.

Please print:

First Name	Middle Initial(s)	Last Name

Please print:

Organization Name	
-------------------	--

Signature

Date  
(DD/MM/YY)

Please submit all completed original forms to:

ATTN: KOIP  
Kamehameha Schools CPHCG  
1850 Makuakane Street, Ulupono Bldg. D  
Honolulu, HI 96817-1887

## LEGACY OF A PRINCESS



Princess 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, the princess envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Princess 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, Princess 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 and 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. We would like to thank you for your support and participation. Without 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. 48280 if you have any questions or need assistance in the future.

Mahalo Nui Loa,

Kilohōkū

Kamehameha Schools

Career & Post-High Counseling & Guidance Department



# CAREER & POST-HIGH COUNSELING & GUIDANCE DEPARTMENT

## KILOHŌKŪ

“The navigator looks upon the stars for his/her destination in life and in travel. However, this is a skill that needed to be taught well and not a skill that comes easy. Each individual navigator will see the stars different depending on where he/she stands and depending on the currents (obstacles) they are faced with before them. The choice in direction is truly the hands of the navigator (haumana), and hoping that they take the skills learned by their ho’okele and use it to steer them on the proper and righteous path (higher education, career choices, servant leadership).”

## MISSION

The Kamehameha Schools Career & Post-High Counseling & Guidance (CPHCG) Department's mission is to support Native Hawaiian Students in achieving a higher education degree, entering the career of their choosing and cultivating their ability to be servant leaders.



# PROGRAM OVERVIEW

## KĀPILI 'OIHANA INTERNSHIP PROGRAM

*"To build a career or profession"*

### OBJECTIVE:

The Kāpili 'Oihana Internship Program (KOIP) seeks 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

### ROLE OF INTERNSHIP SITE:

- Provide interns with an orientation of the 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' interviews 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

## DEVELOPING A LEARNING PLAN (REQUIRED)

Learning plans are designed to help create and optimize the expectations for both the host organization and the intern. Furthermore, they assist the intern in communicating what he/she wants to gain from the experience. Learning plans are created by the intern, in collaboration with the site coordinator/supervisor.

Learning plans are helpful and serve to:

- Provide a framework or structure for the internship experience
- Serve as a reminder to all learning partners (student and supervisor/ coordinator) of the purpose and activities of the internship
- Provide the basis for evaluation and validation of the learning experience.

### DEFINITION OF TERMS

TERM	DEFINITION
Learning Objectives/Goals	What the Intern expects to learn
Tasks/Strategies/Activities/Action	How the Intern will achieve the learning objectives/goals
Evidence & Evaluation of Accomplishment	How the Intern will know when and how effectively they have achieved their objective. This is the criteria that will be used to determine whether or not the stated learning objectives/goals were achieved



## Intern Learning Plan

Please submit your KOIP Intern Learning Plan via Edmodo within two weeks of starting your internship session.

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

### KOIP INTERN LEARNING PLAN

Focus Area	Learning Objective(s)	Tasks/Strategies/Activities/Actions	Evidence & Evaluation of Accomplishments
Application of Academic Knowledge	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
Skill Development	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
Personal Development	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

## HUAKA'I

TRIP, VOYAGE, MISSION; TO TRAVEL, PARADE

A huaka'i shall be offered during the internship session allowing participants to engage and partake in a cultural based activity. As beneficiaries of Pauahi's legacy, interns are encouraged to participate in this activity which will provide the opportunity to learn about the Hawaiian culture and values. Both interns and site supervisors are welcome to attend. Information will be provided as we get closer to the date of the event.

## 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. The hō'ike is tentatively scheduled on O'ahu for Wednesday, July 30th. Participants (interns and site supervisors) are asked to highlight their individual experiences. Information regarding this event will be communicated by mid-June.

## OTHER SITE REQUIREMENTS

In addition, participating sites/organizations are expected to:

- Attend an orientation session
- 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
- 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



## PROGRAM TIME LINE

KOIP SUMMER 2014 PROGRAM TIME LINE		
ACTION	START DATE	END DATE
KOIP Internship - Site Acknowledgement Form		05/02/14
Site Orientation Time Frame (Exact Date TBD)	05/05/14	05/09/14
<b>Kāpili 'Oihana Internship Program period</b>	<b>05/19/14</b>	<b>08/22/14</b>
KOIP Intern Learning Plan Objectives	05/19/14	06/27/14
Site visit	05/19/14	07/03/14
KOIP Internship Completion Verification Form		09/05/14
KOIP Learning Plan		09/05/14
KOIP Huaka`i		Mid June
KOIP Hō`ike		07/30/14
KOIP Site Evaluations		09/05/14

## FREQUENTLY ASKED QUESTIONS (FAQS)

Many people might not have experience with internships and may have some questions. The more frequently asked questions regarding internships appear below.

### 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 from May 19th through August 22nd. 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/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. See page 16 .

## STUDENT TESTIMONIALS

Here is what a few participants shared about their experience in the Summer 2012 internship session:

“My experience at Royal Hawaiian Center definitely confirmed that I’m on the right track within the marketing and public relations field. Being at Royal Hawaiian Center as a marketing intern also has ignited a passion that I now have for retail marketing. Honing my marketing skills through the use of social media websites and tools have definitely shown me the power of virtually “free” marketing, along with learning how to coordinate events, I’ve never been more excited to get my career started.”

**Daniel Remigio**

**Royal Hawaiian Center, Marketing Intern**

Chapman University, Bachelor in Public Relations



*Pictured (left to right): Heidi Dangaran, Kelly Cazinha (KOIP Intern), Manu Boyd, Xian Pomare (KOIP Intern), Daniel Remigio (KOIP Intern), and Jewel Henderson*

“This internship did in fact confirm that I am on the right career path. It gave me the opportunity to [apply] my skills, abilities, strengths to a real life job. My internship also provided me with key elements on [determining] skills I have and what skills I still need to acquire. This internship has extremely boosted my confidence in my career choice and double checked that I am definitely on the right track.”

**Becca Hiraishi**

**Neighborhood Place of Puna, Program Assistant**

Notre Dame de Namur University, Bachelor in Psychology



“Overall, (the Intern) learned a great deal about compliance with many different standards and regulations that a non-profit social services organization has to maintain. (The Intern) gained exposure to what it takes to operate a non-profit social service organization such as Catholic Charities Hawaii. In doing so, (the Intern) met learning goals and objectives while providing valuable assistance with the projects that (the intern) worked on.”

**Ana Rosal**

**Catholic Charities Hawaii**

“ The intern’s performance was more than satisfactory. Not only did (the intern) meet the expectations set out by the learning objectives, over time (the intern) had become an invaluable asset to the program they were involved with.”

**James Li**

**Helping Hands Hawaii**



**CATHOLIC  
CHARITIES  
HAWAII**





## 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 A4-A5

Hilo, Hawai'i 96720

### TIFFANI AMANA

Program Coordinator/Counselor

Phone: (808) 932-4420

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

Kamehameha Schools

1266 Kamehameha Ave., Suite A4-A5

Hilo, Hawai'i 96720

### JEWEL HENDERSON-DEGERALD

Program Coordinator/Counselor

Phone: (808) 843-3420

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

1887 Makuakāne Street, Ulupono Bldg. D

Honolulu, Hawai'i 96817

### MICHEL ARAKAKI

Program Coordinator/Counselor

Phone: (808) 843-3440

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

1887 Makuakāne Street, Ulupono Bldg. D

Honolulu, Hawai'i 96817

### RENEE JORG

Program Coordinator/Counselor

Phone: (808) 573-7060

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

Kamehameha Schools

270 'A'apueo Parkway

Pukalani, Hawai'i 96768



## **APPENDICES:**

**APPENDIX 1: STANDARDS OF CONDUCT**

**APPENDIX 2 : KOIP INTERN LEARNING PLAN**

**APPENDIX 3: KOIP INTERNSHIP COMPLETION**

**VERIFICATION FORM**

# APPENDICES

## APPENDIX 1: STANDARDS OF CONDUCT

Interns and internship sites are expected to conduct themselves in a professional and ethical manner. This standard will ensure that both the intern and internship sites are adhering 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. Here are a few guidelines whereby conduct should be reported:

- Dishonesty including, but not limited to, theft, stealing, false accusation, forgery or alteration of documents or records
- Lewd, indecent or obscene conduct
- Disorderly conduct including violent, destructive and/or disruptive behaviors including, but not limited to, fighting, assault, arson, threats of bodily injury or acts of violent behavior that endanger oneself or others
- Unauthorized entry and/or misuse of host site's facilities, services or property
- Discrimination including, but not limited to, sexual harassment, intimidation, bullying or use of profane or abusive language
- Use, consumption or appearing under the influence of alcohol at the internship site
- Use, sale or possession of illegal drugs or controlled substances.

# APPENDIX 2 : KOIP INTERN LEARNING PLAN



## Intern Learning Plan

The purpose of the learning plan is to assist you in developing learning objectives to serve as a foundation that hopefully, will generate a meaningful internship experience. Through this plan, you will be able to communicate what you expect to gain from your experience, determine how you will achieve your objectives, and identify the evidence to support those objectives, as well as define how these objectives will be measured. Please work directly with your internship site to create your learning plan so that the proper support can be in place to achieve these goals. Please contact your individual counselor if you have questions regarding your KOIP Intern learning plan.

KOIP INTERN LEARNING PLAN: DEFINITION OF TERMS	
TERM	DEFINITION
Learning Objective(s)	What you expect to learn during your internship
Tasks/Strategies/Activities/Actions	How you will achieve the learning objective(s)/goal(s)
Evidence & Evaluation of Accomplishment	How you will know when and how effectively you have achieved your objective. This is the criteria that will be used to determine whether or not the stated learning objectives/goals were achieved.



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Career & Post-High Counseling & Guidance Department • 1850 Makuakāne Street, Ulupono Bldg. D • Honolulu, HI 96817-1887

Phone: (808) 534-8280 • Email: koip@ksbe.edu



## Intern Learning Plan

Please submit your KOIP Intern Learning Plan via Edmodo within two weeks of starting your internship session.

First Name	<input style="width: 95%;" type="text"/>	Middle Initial	<input style="width: 95%;" type="text"/>	Last Name	<input style="width: 95%;" type="text"/>
Contact Phone Number	<input style="width: 95%;" type="text"/>		Contact Email Address	<input style="width: 95%;" type="text"/>	
Internship Site	<input style="width: 95%;" type="text"/>		Internship Position	<input style="width: 95%;" type="text"/>	
Site Supervisor	<input style="width: 95%;" type="text"/>			Island of Internship	<input style="width: 95%;" type="text"/>

### KOIP INTERN LEARNING PLAN

Focus Area	Learning Objective(s)	Tasks/Strategies/Activities/Actions	Evidence & Evaluation of Accomplishments
Application of Academic Knowledge	<input style="width: 95%; height: 100%;" type="text"/>	<input style="width: 95%; height: 100%;" type="text"/>	<input style="width: 95%; height: 100%;" type="text"/>
Skill Development	<input style="width: 95%; height: 100%;" type="text"/>	<input style="width: 95%; height: 100%;" type="text"/>	<input style="width: 95%; height: 100%;" type="text"/>
Personal Development	<input style="width: 95%; height: 100%;" type="text"/>	<input style="width: 95%; height: 100%;" type="text"/>	<input style="width: 95%; height: 100%;" type="text"/>



# APPENDIX 3 : INTERNSHIP COMPLETION VERIFICATION FORM



## Internship Completion Verification Form Summer 2014

### Directions:

- Please complete this form for each intern and email it to [koip@ksbe.edu](mailto:koip@ksbe.edu) for verification of completed internship hours.
- Submit by Friday, September 5, 2014.

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

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

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

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



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