To: Interested MASSIP Host Agencies

From: Ulu Ching (moanac@hawaii.edu)
UH Hilo – Office of Research
200 W. Kawili Street
Army Reserve Building A
Hilo, Hawai‘i 96720
(808) 933-0705/ (808) 933-0704 FAX

Re: 2016 MASSIP Intern Requests

Enclosed is an information sheet and Host Agency Intern Request Form for the Micronesian & American Samoan Student Internship Program (MASSIP). We invite you to consider hosting a MASSIP intern in Summer 2016. This summer internship program focuses on giving undergraduates students from the US affiliated states in Micronesia and America Samoa the opportunity to gain valuable experience in conservation and resource management fields here in Hawai‘i and on their home islands. We hope this program, in combination with other efforts, will encourage more students connected to the Pacific region to pursue courses of study and careers related to the conservation of their natural and cultural resources.

The MASSIP program was developed in 1994 in response to the observed lack of local representation within the conservation workforce in the Pacific region, especially in decision-making roles. The program goal is to connect undergraduates to internship opportunities with agencies and organizations responsible for research, management, and education related to environmental issues in Hawai‘i and the Pacific region. These experiences will provide valuable opportunities for exploratory learning opportunities, technical skills development, career exploration, and professional networking for participants. MASSIP opportunities maybe offered in Hawaii or in the Western Pacific. The experience will have specific requirements as a result of location (i.e. travel, communication, participation in larger program) and if you have any questions regarding your interest in hosting an intern and the logistics surrounding the experience, we encourage you to contact our program staff to discuss. MASSIP is run under the Pacific Internship Programs for Exploring Science (PIPES) program umbrella. The PIPES program houses several other summer internship programs run concurrently with MASSIP. PIPES staff coordinates and facilitates experiences for interns in each of the internship programs. We invite you to host one of the Pacific’s up and coming environmental student interns and work with our program staff to develop a unique experience this summer!

What does a MASSIP intern do?
We recruit and select qualified and motivated undergraduates to work with your agency/organization for the summer and help guide interns through the learning experience of an internship. This program requires an intern to:

- **Write** a Personal Internship Development plan which outlines their personal, academic, and project goals and objectives for the summer
- **Write** a Project Proposal with your guidance that will specifically highlight their project and/or work with your agency
- **Participate** in a mandatory 4-day orientation in Hilo hosted by PIPES program staff. *If the intern will be working with an agency located outside of Hawaii, PIPES staff will work the organization to coordinate participation in this activity.*
- **Complete** a full-time 10-week internship with the designated agency involving completion of the specific intern project and assisting with on-going agency activities to the equivalence of forty hours per week
- **Submit** regular progress reports to the PIPES office, participate in weekly meetings with other MASSIP participants during the internship, participate in PIPES excursions and discussions highlighting current research, management, and environmental education topics in Hawaii and the Pacific
Complete a final project paper and present their project at the end of the summer PIPES Student Symposium held in August in Hilo.

**What does the host agency provide?**

Host agencies will be expected to work with the PIPES office to:

- Hire the intern for the summer for 10-weeks at a suggested rate of at least $11/hour (alternative arrangements may be possible if you are unable to provide financial support; or need an intern for a longer duration. For funding assistance, contact the PIPES office as soon as possible.)
- Identify a project and assist the intern with the development of a project proposal
- Incorporate the intern into regular agency/organization activities during the full-time summer internship
- Mentor and guide the intern’s progress on his/her project(s) including data collection/project implementation, analysis, writing components, final presentation preparation, and participation in agency activities
- Facilitate the intern’s participation in the PIPES program including the mandatory intern orientation, weekly meetings, excursions, and writing assignments
- Provide support necessary for completion of the project, such as travel, equipment, supplies, and appropriate mentorship

**What support does PIPES provide the interns?**

The PIPES Office works with the MASSIP host agencies to:

- Screen and select qualified and motivated interns
- Arrange internship opportunities with host agency mentors and work with the host agencies to match the appropriate intern to available internships
- Conduct pre-internship orientation for interns
- Advise & mentor the intern during the internship through weekly meetings & excursions, bi-weekly reports, teleconferences and site visits
- Coordinate (with the host agency) all travel logistics for all interns related to the program (i.e., Orientation and Student Symposium)
- Provide continued advising for interns for follow-up activities related to their interests

**Funding a MASSIP intern**

The funding model for the MASSIP program is case specific and we work with a variety of programs to support the intern’s experience. Please contact the PIPES program staff to discuss funding an intern.

**What is the selection criteria and process?**

Students from two and four-year institutions (must have at least completed one year with some coursework in science) who are majoring or plan to major in the natural, physical, and geo-sciences are eligible. Agriculture and Aquaculture students are also eligible to apply. We have also successfully placed student applicants from a variety of other majors including political science, natural resource management, Hawaiian language & studies, and others. Applicants who have graduated within the last six months are also eligible. Successful applicants must be in good academic standing (2.0 or better) and will be selected based on coursework history, interests in environmental and Pacific issues, future career plans, and correlation of these with available internships. PIPES staff will review the applications and interview semi-finalists. Placement of finalists in internships will be made through discussion of available applicants with the host agencies.

The PIPES program is supported through the funding and program efforts of the ‘Āina Ulu Program of Kamehameha Schools, the Hau’oli Mau Loa Foundation, the University of Hawaii at Hilo as well as the agencies who host and support interns each year, both individually and as a group. We are always looking for opportunities to partner with others and broaden our program in scope and audience, so please feel free to contact us.
Thank you for your interest in this program. Please contact us as soon as possible if you are interested in hosting a summer intern.

If you are interested in sponsoring a MASSIP intern, please complete the enclosed form and email, mail or fax by Friday, January 29th to:

Ulu Ching, PIPES Internship Coordinator
University of Hawaii at Hilo
200 W. Kawili Street Hilo, Hawaii 96720
Phone: 808-933-0705  Fax: 808-933-0704  Email: moanac@hawaii.edu

This form is also available on our website at
http://hilo.hawaii.edu/uhintern/
under the Host Agencies link
Micronesian & American Samoan Student Internship Program (MASSIP)

2016 HOST AGENCY REQUEST FORM

CONTACT INFORMATION:

Agency/Organization: ________________________________________________________________
Project Mentor: ________________________________________________________________
Project Contact: ________________________________________________________________
Organization Type: □ Federal □ State □ County □ Non-Profit □ Private
Mailing Address: ________________________________________________________________
Phone: __________________ Fax: __________________ Email: __________________
Website: __________________

INTERNERSHIP INFORMATION:

Number of internship positions available:

Do you have funds to support an intern? Yes No

Funds may be available to support an intern’s salary if the agency is unable to provide support. *Availability of funds dependent on current program budgets. Please contact PIPES staff ASAP to discuss the availability of intern funds.

Location of internship (i.e. Hawaii, FSM, American Samoa, etc. Please also provide details if the internship site differs from your host agency/organization’s office location and if additional travel arrangements will be required):

Is your agency/organization able to support intern air travel to and from the internship site (for students participating at a site other than their home island)?

Please indicate desired student status:

Current student: Yes No Can be a recently graduated student: Yes No

2016 PIPES program will run from May 31 – August 12 (tentative dates), can your agency commit to hosting an intern for that entire period?

YES!

NO

Title of internship project: (Please give a descriptive title.)

Project location: (please give specifics, describe field and/or lab conditions)
**Project description:** (Please provide as much detail as possible; feel free to attach an additional page or supporting documents.)

**Expected project outcomes:**

**Intern responsibilities related to the project:** (Please provide the details of activities and products the intern will need to complete relating to the project. This will be the starting point for the intern’s proposal, a draft of which will be completed prior to starting the internship).

**Will the intern be working with others on this project or individually? Explain.**

**Resources available to intern for this project:**

- Desk/office space
- Computer or computer access
- Transportation to field site from main office
☐ Appropriate project/field gear and equipment
☐ Field/lab safety training
☐ Field crew

Other:

What minimum skills/level of expertise/capabilities and undergraduate coursework are required for this internship (including physical requirements):

Activities intern will participate in during summer in addition to project:

Will you be present throughout the entire summer? If not, please let us know the dates you’ll be gone and what arrangements you will make for your intern including day-to-day supervision and responsibility, project mentorship, and how the intern will be able to contact you (i.e., email, phone, etc.).

Any specific “cautions” applicants should be aware of? (e.g., harsh field conditions, isolated work location, etc.).

Selection – please mark what level of involvement you would like in regards to selection of an intern for your project:

☐ No involvement needed – we will let you do the matching and selecting of the most appropriate intern for our project based on the details covered in this request and discussions with us
☐ We would like to interview (via phone or in person) the proposed intern before selection is finalized.
☐ We would like to interview at least two applicants you deem appropriate for the project if possible for our internship project and be involved with the final decision.

Please email, mail or fax this form by January 29th, 2016 to:
Ulu Ching
UH-Hilo PIPES – 200 W. Kawili Street, Hilo Army Reserve Bldg. A Hilo, Hawaii 96720
Phone: 808-933-0705 · Fax: 808-933-0704 · Email: uhintern@hawaii.edu