To: Interested UH-HIP 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
Phone: (808) 933-0705/Fax: (808) 933-0704

Re: 2016 UH-HIP Intern Requests

Enclosed is an information sheet and Host Agency Intern Request Form for the University of Hawai‘i Hawaiian Internship Program (UH-HIP). We invite you to consider hosting a UH-HIP intern in the 2015 program. This summer internship program focuses on giving Native Hawaiian and other kama‘āina undergraduates the opportunity to gain valuable experience in conservation and resource management fields here in Hawai‘i. We hope this program, in combination with other efforts, will encourage more of our local youth who are connected to Hawai‘i, both its land and culture, to pursue courses of study and careers related to the conservation of those resources.

The Information Sheet on the next page further explains the program and the expectations of the host agency. The program’s popularity with participating host agencies and interns has continued to grow over the last decade and our alumni are now starting to host interns themselves. Over 400 undergraduates have participated in internships since the program’s beginning—many of them repeating internships from year to year. Agency participation has also grown, most of which have become repeat hosts year after year, as a result of their interactions with their high quality interns.

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 Hawai‘i 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.
UNIVERSITY OF HAWA‘I HAWAIIAN INTERNSHIP PROGRAM (UH-HIP)

What is UH-HIP?
UH-HIP is an undergraduate internship program for kama‘āina students, especially those of Native Hawaiian ancestry, which facilitates internships with environmental agencies and organizations in the state of Hawai‘i. This program was developed in 1997 in response to the observed lack of local representation within Hawai‘i’s conservation workforce, especially of Native Hawaiian descendants 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 agencies hire the intern to complete a 10-week project based internship experience. We have facilitated over 400 successful internships over the last 21 years, and over 70% of our interns have built on their experience by working in Hawai‘i’s conservation and science efforts after graduation or going on to graduate school. **UH-HIP 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 UH-HIP. PIPES staff coordinate and facilitate experiences for interns in each of the internship programs. We invite you to host one of Hawai‘i’s up and coming environmental student interns and work with our program staff to develop a unique experience this summer!**

What does an intern do?
We recruit and select qualified and motivated undergraduates to work with your agency 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
- **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 UH-HIP 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 UH-HIP 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 UH-HIP 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
- **Provide support** necessary for completion of the project, such as travel, equipment, and supplies
**Hiring Your UH-HIP Intern**

*If the agency plans to directly hire an intern the mentor/host agency must do the following:*

- UH-HIP staff will need to be informed of your agencies hiring protocol & regulations for temporary hires
- Discuss hiring process and timeline with the selected intern to ensure correct start and end dates and clarity on pay periods, timesheets, and other related topics. Please feel free to include UH-HIP staff if assistance is needed.

**UH-HIP staff can hire the intern for the host agency using the following mechanism:**

- The host agency will give UH the funds to hire the intern at full-time status (minimum pay is $11/hour) for the duration of the internship (10 weeks), plus an additional 20% for University overhead costs.
- This process must be initiated at least three months prior to the intern’s hire
- The intern will be a volunteer for the host agency and actually be hired by the University to work on the agency’s project—meaning the host agency is responsible for taking the intern on as a volunteer. *Please inquire with your agency’s Human Resources personnel with regards to workmen’s compensation and general liability coverage.*

**What support does UH-HIP provide the interns?**

The UH-HIP Office works with the UH-HIP 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 travel logistics for all interns (i.e., Orientation and Student Symposium) and organize the directed study courses during the fall semester
- Provide continued advising for interns for follow-up activities related to their interests

**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 Hawai’i issues, future career plans, and correlation of these with available internships. Preference will be given to the target audience which includes kama‘āina, particularly those of Native Hawaiian and underrepresented backgrounds. UH-HIP 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.

**Examples of previous UH-HIP projects:**

- The historical importance of whales to native Hawaiians—Hawaiian Islands Humpback Whale NMS
- Big Island property tax incentives for native forestry—USDA Forest Service Institute of Pacific Islands Forestry
- Ecology of mangroves in Hawai’i—USDA Forest Service Institute of Pacific Islands Forestry
- *Acacia koa* characteristics and variations present among different seed sources –USDA Institute of Pacific Islands Forestry
- Invertebrate monitoring methods for the Kahoʻolawe Island Reserve —KIRC
- Impacts of *Miconia calvescens* seed banks in Hawai’i —USDA Institute of Pacific Islands Forestry
- Survey of coastal plants at the Hanauma Bay Nature Preserve
- Competition, growth, and mortality in native *Acacia koa* forests —USDA Institute of Pacific Islands Forestry
- American Samoa protected species workshop – National Marine Fisheries Service
Examples of past host agencies:
- USDA Forest Service Institute for Pacific Islands Forestry
- National Tropical Botanical Garden
- Office of Mauna Kea Management
- Papahana Kuaola
- USGS Biological Resources Division Pacific Island Ecosystems Research Center
- Mauna Kea Watershed Alliance
- Malama Learning Center
- DLNR Division of Forestry and Wildlife
- DLNR Division of Aquatic Resources
- National Park Service
- Pacific Islands Climate Change Cooperative
- Hawai‘i Ecosystems Project

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

Ulu Ching, PIPES Internship Coordinator
University of Hawai‘i at Hilo
200 W. Kawili Street Hilo, Hawai‘i 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
CONTACT INFORMATION:

Agency/Organization: ____________________________

Project Mentor: ________________________________________

Project Contact: ________________________________________

Organization Type:  □ Federal  □ State  □ County  □ Non-Profit  □ Private

Mailing Address: ____________________________

Phone: ____________________________ Fax: ____________________________ Email: ____________________________

Website: ____________________________

INTERNSHIP INFORMATION:

1) Number of internship positions available:

2) Do you have funds to support an intern? Yes  No

3) Please indicate below if you have partial or full salary or stipend support for an intern
   (suggested rate is $11/hour):

   ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

4) Additional funds may be available to support an intern’s salary if the agency is unable to provide that
   support. Would you like to see if alternative funds are available? Yes  No

   *Availability of funds dependent on current program budgets.

5) 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 period?

   YES!

   NO

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

Project location: (Please give specifics, describe 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
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 our internship project (if possible) and would like to be involved with the final decision.

Please email, mail or fax this form by Friday, 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