



Kamehameha Schools®

Kealakūlia Division
Career Pathways Unit

**SITE and STUDENT
VIRTUAL
INTERNSHIP
HANDBOOK**

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LEGACY OF KE ALI'IPAUAHI



*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.

WELCOME LETTER FROM THE DIRECTOR

*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.

As a host site, you benefit from an engaged student intern that represents community values & interests while meeting the challenge of future shortages in qualified workers. These experiences transform what each student intern is learning in their college/university classroom from the theoretical to the actual.

As a student intern, you are in a position to gain a unique and valuable experience that relates directly to your interest. You are in a position to learn the necessary skills and competencies that are critical in gaining a competitive advantage as you enter the workforce upon the completion of your degree program.

We are confident that our student interns will be able to reach their full employability potential as a result of this collaboration between student and mentor and that internship opportunities are mutually beneficial for both the host and student intern. Furthermore, we look forward to hearing about and seeing the many positive and exciting professional responsibilities the student intern will be engaged in resulting from participation in 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'ō mau
(With continuous support),



Jon K. Price, Ph.D.
Program Director, Career Pathways Unit
Kamehameha Schools – Kealakūlia Division

STATEMENT ON THE HANDBOOK

This Handbook provides internship sites and student interns 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, student interns 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 and student interns are encouraged to consult with their Program 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 and student interns are expected to be familiar with all information contained in the Handbook.

KEALAKŪLIA DIVISION

VISION STATEMENT

I ulu nō ka lālā i ke kumu.

(The branches grow because of the trunk.)

Our Kealakūlia community-based programs and services draw on ‘ike Kupuna 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.

PURPOSE STATEMENT

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 is a Division in the Community Engagement and Resources Group of Kamehameha Schools.

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 OVERVIEW

Kamehameha's Career Pathways Unit (CPU) seeks 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 that builds their professional network, and increase their awareness of Hawaiian values and culture.

KĀPILI 'OIHANA INTERNSHIP PROGRAM

Meaning "to build a career or profession", the Kāpili 'Oihana Internship Program (KOIP) is a year-round college internship program that offers On-Site and Virtual 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.

ON-SITE INTERNSHIPS

On-site Internships allow the student interns to gain work experience while working at the geographically located job or host's site location. An internship is a structured opportunity for employers to allow student interns to gain work with an in-person experience in a specific industry.

VIRTUAL INTERNSHIPS

Virtual Internships allow student interns to gain work experience while working in and/or from a remote professional setting that is not geographically located at the job or host's sitelocation.

Virtual interns communicate with employers online through various methods, including but not limited to, email, skype, instant messaging, phone conversations, webinars, project management tools, and text messaging.

VIRTUAL MICRO-INTERNSHIPS

A Virtual Micro-Internship is a short-term professional assignment which is completed virtually. The communication between the host site and student intern is solely via virtual platforms.

Rather than posting a job description, employers post a short-term virtual project. As a result, student interns are tasked with a deadline, not a job. Think of it as entry-level hiring meets short-term virtual project focus.

Virtual Micro-Internships are a quick and easy way to assess for these critical skills while getting a project completed.

ROLES AND RESPONSIBILITIES

STUDENT INTERNS

Student interns participating in a Virtual Internship are expected to fulfill the following roles and responsibilities. Please refer to section on “Standards of Conduct” for additional information concerning student intern conduct at host sites.

PROGRAM REQUIREMENTS:

1. Complete student intern Learning Plan.
2. Participate in at least one online webinar focused on knowledge and skills for career success.
3. Complete the student Evaluation/Reflection Survey.
4. Present work-based learning experience at hō'ike event (if applicable).

PROFESSIONALISM:

- Uphold professional and ethical behavior at all times.
- Ensure that a professional appearance both online and in-person is maintained.

CONFIDENTIALITY:

- Maintain confidentiality pertaining to internal and classified information from the host site.
- Do not use the site's system to harm others, alter other people's materials, misrepresent any identity or perform any action that is illegal or unethical. Use data and information in accordance with established guidelines.

SCHEDULING:

- Develop a schedule that is approved by host site.
- Inform the host site if student intern's schedule deviates from what was originally agreed upon.
- Maintain acceptable online attendance as agreed upon between the student intern and host site.
- Complete predetermined hours.

COMMUNICATION:

- Keep communication with the site to specific days and times within normal business hours (i.e. Monday – Friday, 8am – 5pm).
- Keep records of conversations, chats and meeting notes.
- Be mindful of home backgrounds and environment during a videoconference.
- Keep personal lives separate – do not send photos, videos or other content of a personal nature to student interns and instruct student interns likewise.

HOST SITES

PROGRAM REQUIREMENTS:

- Evaluate student intern's interviewing and work performance
- Complete the Mid-Point Evaluation (not applicable for the Virtual Micro-Internship sessions).
- Complete the Final Evaluation.
- Review the Learning Plan with student intern.
- Confirm student intern's hours in IMUA Xchange.

ON-BOARDING:

- Orient student interns to a professional virtual work environment.
- Provide assignments that are meaningful, relevant, and career specific.
- Expose student interns to various departments virtually within the company/organization.
- Assign qualified mentors/supervisors to virtually guide student interns.
- Utilize your organization's professional platform.

PROFESSIONALISM:

- It is expected that sites will maintain a professional and business environment.
- Ensure professional online appearance is maintained.

HOST SITES

COMMUNICATION:

- Keep communication with student interns to specific days and times within normal business hours (i.e. Monday – Friday, 8am – 5pm).
- Keep personal lives separate – do not send photos, videos or other content of a personal nature to student interns and instruct student interns likewise.
- Remember appropriate conversation topics and pay attention to language.
- Keep voice of communication formal – avoid abbreviations and emotions.
- Avoid making, forwarding, or responding to emails or posts that are offensive or inappropriate for business.
- Avoid terms of endearment, affectionate greetings.
- Be mindful of home backgrounds and environment during a videoconference.
- For safety reasons, using personal cell phones or personal e-mail for communications with student interns is strongly discouraged.
- Keep records of conversations, chats and meeting notes.
- Private messaging should be avoided, instead, it is advised to respond to student interns in group chats.
- If student intern query is communicated privately, address concern publicly.
- Whenever possible, videoconferences should be conducted in small groups rather than via one-on-one.
- Where alternatives to one-on-one communications are unavailable, adopt rules for one-on-one videoconferences that reflect existing boundaries policies. For example:
 - Clearly define the purpose of the one-on-one meetings with student interns and set time limits for when such conversations can take place.
- Report misconduct (discrimination, unethical activities, harassment, etc.) on behalf of the host site or student intern to CPU staff as soon as possible.
- Notify the Program Manager immediately of any concerns for student intern or site safety and well-being. The Program Director of the Career Pathways Unit will determine, based on the facts of the situation, whether further action is warranted.

GENERAL PROGRAM INFORMATION

IMUA XCHANGE (IX) FOR SITES

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 intern documents including resumes and cover letters.
- Complete a checklist of program requirements (Mid-Point and Final Evaluation).
- Refine their online employer profile.
- Receive announcements and calendar invitations from the Career Pathways Unit.
- Expand partnership opportunities such as high school internships, career mentorships, and professional networking opportunities.
- Access the document library containing tutorials and user guides.

IMUA XCHANGE (IX) FOR STUDENT INTERNS

IMUA Xchange, provides students consistent and timely resources during their college journey. Student interns can access career resources, including work-based learning opportunities, schedule appointments, receive relevant announcements, and stay connected.

All student interns must utilize IX as the primary tool for Career Pathways Unit work-based learning opportunities. Through IX, all student interns will be able to:

- Connect with their work-based learning counselor.
- Complete work-based learning KULEANA, a checklist of program requirements.
- Draft and finalize their Learning Plan in collaboration with their site supervisor.
- Schedule and track program appointments and check-ins.
- Refine their online profile to include the skills and knowledge gained through their work-based learning experiences.

SITE OWNED AND/OR OPERATED BY FAMILY MEMBERS

Student interns are not permitted to be placed at sites owned and/or operated by immediate family members, nor should student interns apply to any host site where an immediate family member is the hiring/decision-maker or shall act as the student intern's supervisor.

STUDENT INTERN LEARNING PLAN (REQUIRED)

It is a requirement that student interns 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 work-based learning experience.

To complete the LP, student 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 student intern and host site. Student interns will need to demonstrate the application of their academic knowledge in a real-world setting over the duration of the work-based learning experience, 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 student interns collaborate directly with their site supervisor when drafting their LP.

MID-POINT EVALUATION

When applicable, our Mid-Point Evaluation is designed to offer student interns the opportunity to receive valuable feedback to improve overall performance during a work-based learning experience. Each site supervisor will complete a Mid-Point Evaluation for each student intern at their respective sites. Both student intern and site supervisor will review the evaluation and utilize the results to validate the student interns' 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

When applicable, student interns and host sites gather for hō'ike to celebrate the culmination of their work-based learning experience. At hō'ike, student interns share their individual experiences. Please refer to IMUA Xchange for hō'ike information. Please note that this may be held in person or virtually.

STUDENT INTERN TRANSPORTATION

Kamehameha Schools does not provide transportation. Student interns are responsible for their own transportation to and from any huaka'i or hō'ike that may take place unless prior arrangements are made by Kamehameha Schools.

STIPEND AWARDS

A limited number of stipends are made available for student interns accepting unpaid work-based learning experiences. KS' Outreach Support Services (OSS) department administers and awards work-based learning stipends for the Kāpili 'Oihana Internship Program.

Kamehameha Schools' policy is to give preference to stipend applicants of Hawaiian ancestry to the extent permitted by law.

Once all eligible student interns have been placed, OSS 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 work-based learning opportunity at an eligible host site.
- Will not be receiving any other financial support (including other stipends) for this work-based learning opportunity.
- Not related to any employee including a supervisor, director, officer, or executive at the participating site.
- Work-based learning opportunities at Kamehameha Schools, City, State, and Federal Government offices or any of their affiliates are ineligible for a stipend.

Stipends are subject to the availability of funds. Student interns accepting unpaid work-based learning opportunities should be able to commit to the work-based learning opportunity regardless of whether a stipend is received.

STIPEND INFORMATION

Student interns should refer to their stipend award letter for terms and conditions, including timelines for disbursements. Stipend disbursements will be mailed once OSS is notified that requirements of the work-based learning are completed.

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

STUDENT INTERN RECORDS AND INFORMATION

STUDENT INTERN ACCESS TO EDUCATION RECORDS

Student interns are allowed to (where applicable):

- Inspect, review, and obtain copies of the student intern's education record.
- Request that others review the student intern's education record (except where Kamehameha Schools is required or authorized to allow others to review the record without their permission). Requests should be made in writing to the Division Director or their designee.

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 intern, who may then decide if they wish to contact the caller.

Directory information may include:

- Student intern'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

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.

STUDENT INTERN AND SITE EXPECTATIONS

STANDARDS OF CONDUCT

Student interns and participating sites are expected to conduct themselves in a professional and ethical manner. This will ensure that both the student intern and participating sites adhere to proper guidelines which create an environment that is conducive and progressive towards the student intern's learning. Any instance where conduct on behalf of either the student intern 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.
- Action or violent behavior that endangers oneself or other individuals.
- Unauthorized entry or use of host site's facilities, services, or property.
- Verbal, physical, or sexual harassment.
- Possession of any weapon or potential weapon that may cause unforeseen harm on oneself or other individuals.
- Consumption of alcoholic beverages at the participating site.
- Possession of illegal drugs or controlled substances.
- Use of profanity or language that denigrates any individual or group.

Report misconduct (discrimination, unethical activities, harassment, etc.) on behalf of the host site or student intern to the CPU staff as soon as possible.

Notify the Program Manager immediately of any concerns for student intern or site safety and well-being. The Program Director of the Career Pathways Unit will determine, based on the facts of the situation, whether further action is warranted.

PROGRAM 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" and/or fail to perform the Student 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 participation in future work-based learning sessions.

SAFETY AND SECURITY

KS is committed to providing a safe, secure, and orderly environment for student interns, staff, and visitors at KS campuses and other educational sites. Since work-based learning opportunities are held at participating sites that are not on KS property nor under the control of KS, student interns are ultimately responsible for their own personal safety and should take necessary precautions to ensure their personal safety and well-being.

REPORTING UNLAWFUL ACTIVITY

If you witness student interns or others engaging in unlawful or suspicious activities such as theft, arson, drug-use, or acts of discrimination, harassment, intimidation, bullying, hazing, or violence, please report it immediately to your site supervisor or Human Resources staff at the host site, as well as to the CPU program staff (please refer to section on “Staff Contact Information”) to permit KS to take appropriate action. KS will investigate and handle such reports in accordance with its policies and procedures. In cases of emergency, contact local law enforcement, fire, and/or emergency services officials.

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 student interns with an alternative way to report any concerns or ask questions that affect the health, safety, and/or well-being of any student 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 student interns feel comfortable doing so. 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. A student intern or staff member who is found to report a false allegation may be subject to disciplinary action.

STUDENT INTERNS 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 themselves 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.

USE OF THE KAMEHAMEHA 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 that written approval be obtained by KS’ Community Relations and Communications. To learn more about these requirements, please contact the Division Director at (808) 534-8349.



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STAFF CONTACT INFORMATION

If you have questions regarding the program or need assistance, please contact CPU staff members at the following telephone numbers and/or e-mail addresses:

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