

**INTERESTED IN CONNECTING LOCAL STUDENTS WITH YOUR PROJECTS?**  
**UH-HIP IS NOW RECRUITING UH-HIP HOST AGENCIES FOR SUMMER 2008!!!**

The University of Hawai'i Hawaiian Internship Program (UH-HIP) is recruiting host agencies and mentors for its 2008 summer program. This summer internship program focuses on giving kama'aina undergraduates, especially those of Native Hawaiian ancestry, the opportunity to gain valuable, paid internship experiences in conservation and resource management fields. The program recruits both interns and the host agencies to mentor them and facilitates that relationship throughout the summer. We hope this program, in combination with other efforts, will encourage more of our local students to pursue courses of study and careers related to our natural resources. This program has provided many research and management projects across the state the opportunity to link with local students and over its 11 years of existence has linked almost 140 interns with over 40 host agencies. Over 60% of our interns now have built on their experience by working in Hawaii's conservation and science efforts after graduation or by going on to graduate school. Look next to you: there might be a former UH-HIPer!

**If you are interested in hosting an intern**, please complete the attached Request Packet (this is also available on the web at < [www.uhh.hawaii.edu/uhintern](http://www.uhh.hawaii.edu/uhintern)>, follow link to Host Mentors and UH-HIP.) The packet includes an information sheet, which explains the process and details of becoming a host for UH-HIP for 2007, and a request form, which you need to fill out and return to us via email or fax.

**The submission deadline is February 15 for the Internship Request Form. If you have ANY QUESTIONS - please call or email me: [ziegler@hawaii.edu](mailto:ziegler@hawaii.edu), 933-0759.** We also appreciate your assistance in forwarding this message to other potential hosts, as well as students interested in such opportunities (information also available on the same web site, [www.uhh.hawaii.edu/uhintern](http://www.uhh.hawaii.edu/uhintern) for interns). Please feel free to distribute this widely!

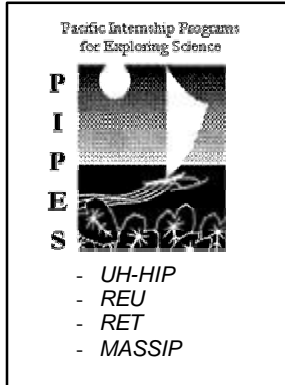
This program is supported through the funding and program efforts of USGS Biological Resources Division, Kamehameha Schools 'Aina Ulu Program, USDA Forest Service Institute for Pacific Islands Forestry, the UH-Hilo Pacific Aquaculture and Coastal Resources Center and the agencies who host and support interns each year. Collaborations with the Pono Pacific's Youth Conservation Corps, HCC Forest TEAM program, and Alu Like and other partners have helped leverage resources to provide more internships for more students. We continue to look for opportunities to broaden our program in scope and audience; any ideas and collaboration possibilities are welcome.

Thank you for your interest in this program.  
Sharon Ziegler-Chong, [ziegler@hawaii.edu](mailto:ziegler@hawaii.edu), 808-933-0759  
Carmen Perez-Frayne, [frayne@hawaii.edu](mailto:frayne@hawaii.edu), 808-933-0705  
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**Date:** December 3, 2007

**To:** Interested UH-HIP Host Agencies

**From:** Sharon Ziegler-Chong ([ziegler@hawaii.edu](mailto:ziegler@hawaii.edu))  
Carmen Perez-Frayne ([frayne@hawaii.edu](mailto:frayne@hawaii.edu)) and  
Ulu Ching ([moanac@hawaii.edu](mailto:moanac@hawaii.edu))  
Pacific Aquaculture and Coastal Resource Center, UH Hilo  
200 W. Kawili Street, Hilo, HI 96720  
(808) 933-0705 (808) 933-0704 FAX

**Re:** 2008 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 UHHIP intern in Summer 2008. This summer internship program focuses on giving *kama'aina* and Native Hawaiian undergraduates the opportunity to gain valuable experience in conservation and resource management fields here in Hawaii. We hope this program, in combination with other efforts, will encourage more of our local students to pursue courses of study and careers related to our natural resources.

The [Information Sheet](#) on the next page further explains the program and the expectations for 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 135 undergraduates have participated in internships since its beginning—several of them repeating internships from year to year. Agency participation has also grown, most which have become repeat hosts year after year, as a result of their interactions with their high quality interns.

This program is supported through the funding and program efforts of USGS-BRD Pacific Islands Ecosystem Research Center, the USDA Forest Service, the 'Aina Ulu Program of Kamehameha Schools, Hawaii Conservation Alliance, EPSCoR Hawai'i, Alu Like Inc., the UH-Hilo Pacific Aquaculture and Coastal Resources Center and the agencies who host and support interns each year, both individually and as a group (such as the Hawai'i Chapter of The Wildlife Society). 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. **The submission deadline is February 15, 2008 for the [Host Agency Intern Request Form](#).**

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# UNIVERSITY OF HAWAI'I HAWAIIAN INTERNSHIP PROGRAM (UH-HIP)

## INFORMATION SHEET

### **What is UH-HIP?**

UH-HIP is an undergraduate internship program for *kama'aina* students, especially those of Native Hawaiian and Pacific Island 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 Hawaii's conservation workforce, in particular a lack of Native Hawaiian descendants. The program goal is to connect undergraduates to internship opportunities with agencies and organizations responsible for research, management, and education relating to environmental issues in Hawai'i and the Pacific region. These agencies hire the intern to complete a 10-week project based internship. From the 179 internships we have facilitated over the last 11 years, over 60% of our interns have built on their experience by working in Hawaii's conservation and science efforts after graduation or going on to graduate school. We invite you to host one of these students and work with us to develop a project that the intern can contribute to your agency while working with you this coming summer.

### **What does an intern do?**

We recruit and select qualified and motivated undergraduates to work with (and be hired by) your agency for the summer and help guide students through the learning experience of an internship. This program requires an intern to:

- ◆ Write a project pre-proposal, to be refined into a project proposal with your guidance
- ◆ Participate in a 4-day orientation in the first week in Hilo
- ◆ Complete a full-time 11-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 UH-HIP office, participate in meetings or teleconferences with other UH-HIP participants during the internship
- ◆ Attend the Hawai'i Conservation Conference
- ◆ Complete a final project paper and present their project at the end of the summer in Hilo.
- ◆ In most cases, students who have not yet finished their degrees will be required to complete a 3-credit directed study in the fall semester following the internship, including honing their final project report and participating in program outreach presentations.

### **What does the host agency provide?**

Host agencies will be expected to work with the UH-HIP office to:

- ◆ Hire the student for the summer for 11-weeks at a suggested rate of at least \$10/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 student intern with the development of a project proposal
- ◆ Incorporate the intern into regular office activities during the full-time summer internship
- ◆ Mentor and guide the intern's progress on his/her project(s) and participation in office activities
- ◆ Facilitate the intern's participation in UH-HIP meetings and the Hawai'i Conservation Conference
- ◆ 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 will need to be informed of your agencies hiring protocol & regulations for temporary hires
- ◆ The intern's mentor will have to sit and discuss the timeframe for the first pay check (in the past we have had a lack of clarity regarding when the first pay check would be available for interns)

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

- ◆ The host agency must give UH-HIP the funds to hire the intern at full-time status (minimum pay is \$10/hour) for the duration of the internship (11 weeks), plus an additional 20% for University overhead costs.
- ◆ This process must be initiated at least two 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 agencies project—meaning the host agency is responsible for taking the student on as a volunteer.

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

The UH-HIP Office works with the UH-HIP host agencies to:

- ◆ Screen and select interns
- ◆ Conduct pre-internship orientation for interns
- ◆ Arrange internship opportunities with host agency mentors and work with the host agencies to match the appropriate student to available internships
- ◆ Advise the intern during the internship through bi-weekly reports, teleconferences and site visits
- ◆ Coordinate the interns' final project reports, the Intern Symposium, and the directed study courses during the fall semester
- ◆ Provide continued advising for students for follow-up activities related to their interests
- ◆ Provide to each intern a \$1000 Educational Award from Americorps via Pono Pacific

## **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 sciences or agriculture are eligible to apply. Students who have graduated within the last six months are also eligible. Successful applicants must be in good academic standing and will be selected based on academic history, interests in environmental issues, future career plans, and correlation of these with available internships. Preference will be given to the target audience which includes *kama'aina*, particularly those of Native Hawaiian and underrepresented backgrounds. Representatives from UH-HIP collaborating agencies and the 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 Kaho'olawe 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

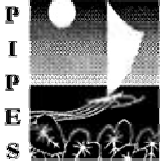
**Examples of past host agencies:**

- ◆ USDA Forest Service Institute for Pacific Islands Forestry
- ◆ Hawaiian Islands Humpback Whale National Marine Sanctuary
- ◆ Hanauma Bay Education Program
- ◆ Hawai'i Agriculture Research Center
- ◆ USGS Biological Resources Division Pacific Island Ecosystems Research Center
- ◆ Maui Ocean Center
- ◆ Pu'uuhonua O Honaunau National Historical Park
- ◆ DLNR Division of Forestry and Wildlife
- ◆ DLNR Division of Aquatic Resources
- ◆ Volcanoes National Park
- ◆ Haleakala National Park
- ◆ 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 February 15<sup>th</sup>** to:

Sharon Ziegler-Chong, Carmen Perez-Frayne, or Ulu Ching  
Pacific Aquaculture and Coastal Resources Center  
200 W. Kawili St.; Hilo, HI 96720  
Phone: 808-933-0705 Fax: 808-933-0704 Email: [uhintern@hawaii.edu](mailto:uhintern@hawaii.edu)

**This form is also available on our website at**  
<http://www.uhh.hawaii.edu/uhintern>  
**under the Host Agencies link**



## University of Hawaii Hawaiian Internship Program (UH-HIP) 2008 HOST AGENCY REQUEST FORM

### CONTACT INFORMATION:

Agency/Organization: \_\_\_\_\_

Internship Mentor/Contact: \_\_\_\_\_

Organization Type:  Federal     State     County     Non-Profit     Private

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

### INTERNSHIP INFORMATION:

**Number of internship positions available:** \_\_\_\_\_

**Pay scale of intern:** \_\_\_\_\_

**Category of hire:** Must be a current student \_\_\_\_\_ Can be a recently graduated student \_\_\_\_\_

**We don't have funds for an intern, but would like to see if alternative funds are available:** \_\_\_\_\_

#### **Additional Program Support**

- YES!** We can support our intern to attend the Hawai'i Conservation Conference
- NO**, we cannot provide this additional support

**Length of internship** (*give specific dates*): \_\_\_\_\_

**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
- ↓ Transportation to field site from main office
- ↓ Appropriate project/field gear and equipment
- ↓ Field/lab safety training
- ↓ Other:

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

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

**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 February 15, 2008 to:**

Sharon Ziegler-Chong, Carmen Perez-Frayne, or Ulu Ching  
Pacific Aquaculture and Coastal Resources Center  
200 W. Kawili St.; Hilo, HI 96720

Phone: 808-933-0705 • Fax: 808-933-0704 • Email: [uhintern@hawaii.edu](mailto:uhintern@hawaii.edu)