Project Hoʻokuʻi V: Kūlia i ka Nuʻu

Internship Manual

(Interns)

E komo mai! Congratulations Project Hoʻokuʻi haumana on receiving an internship wth Project Hoʻokuʻi! This achievement is a big step towards your education and career goals and we hope you will thrive, gain experience, and enjoy your internship.

Your first steps:

1. **Fill out the Project Hoʻokuʻi internship pre-survey on Survey Monkey**. This very first step is important because it will provide a picture at the very beginning stages of your internship and measure your growth, perspective, and experience as you go through your internship.

2. Stay organized, time manage, <u>and be on time</u>! By staying organized, time managing your schedule and being on time for your internship, you will reduce your stress and feel in control. Reducing your stress level and feeling in control is very important to your total well-being as a person, for your ʻohana, for your supervisor at your new place of employment, and for your community. This helps you to also enjoy your internship experience and get the most out of your experience.

3. Stay in touch with your Hoʻokuʻi internship mentor. Remember, you are not on this journey alone. Your Hoʻokuʻi mentor cares greatly for your well-being and future, by staying in touch and “checking in”, your mentor can help you tackle any challenges you maybe experiencing. The Hoʻokuʻi team is here to help.

4. Be a team player. Whether you’ve played sports in the past, been part of a halau, or other organization, you’ve probably learned the importance of a team mentality

and how success is dependent on the strength of the team. Remember to bring the "team" mindset to your internship.

5. It's an "Aʻo thing." As much as you are doing the internship to learn and gain experience towards furthering your education and career journey, you may sometimes be called upon to lead a situation or teach something. If we always remember that everyone is simultaneously learning and teaching, or *sharing knowledge and gaining knowledge*, this leads to a strong team.

6. Bring a good attitude with you. The key to a successful internship and getting yourself in the right mindset is to have a good attitude from the beginning. You may feel self-conscious or overwhelmed in the beginning, but as you get familiar with tasks and duties, and push yourself through the rough spots, the tasks become easier and you will gain confidence.

7. Don't be afraid to ask questions. Asking questions is a sign of wanting to learn. Every supervisor enjoys employees who want to learn. Be honest if you don't know how to do something. Even if you do know how to do something you are asked to do, it is better to be humble and allow your supervisor to explain what they want done and how they want it done – they might want the task completed a different way than what you already know.

8. Dress accordingly. If you are working in the loʻi then you wouldn't wear a dress shirt. If you are working in an office, you wouldn't wear what you would wear in the loʻi. Make sure you have the appropriate footwear too, so that you will always be safe.

Next steps:

9. Keep track of your internship hours using the timesheet at the back of this manual. Similar to a timecard, a timesheet keeps everyone accountable. All employment requires accountability.

10. Discuss and mutually agree with your supervisor to set times and days that he/she can expect you to work at your internship. Keep the schedule, and if you are ill or an emergency comes up, please call your supervisor AHEAD of time. Your supervisor will appreciate that you are not wasting their time by waiting for you.

11. Behave appropriately and professionally. Your internship is a professional setting and you will be expected to act like a professional. (This means **no** goofing off, having friends visit, using foul language, or talking/texting with your friends during internship hours.)

Ending your internship and collecting your stipend:

12. Your supervisor will evaluate you, your growth, and work, and report it to the project.

13. Please fill out the internship post-survey available on Survey Monkey.

14. Send your properly filled out timesheets to your project mentor.

15. If you completed the internship pre-survey, internship post-survey (at the end of the internship) and submitted your timesheets, you will receive your internship stipend. If you do not work all the hours necessary, your internship stipend will be pro-rated accordingly.

We hope you have a great experience!

- Project Hoʻokuʻi Staff

Project Hoʻokuʻi V: Kūlia i ka Nuʻu Internship Timesheet

Name of intern: _____

Contact information:

Phone #: _____

Email Address: _____

Instructions: Please document (fill out this timesheet) and put in the correct dates under the “Week of:” heading, and the time you worked on each day (example: 2:00 p.m. – 4:00 p.m.). Please do not just list the number of hours you worked. You will turn in this timesheet at the end of your internship to qualify for your stipend.

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

I agree that the hours I stated above are true and accurate.

Name of intern (printed): _____

Signature of Intern: _____

Date: _____