

Huiana Internship Program



Do you want to hire new employees who understand your business and have the skills and motivation to get the job done?

Start training your future employees now!

The Huiana Internship Program matches Hawaii's Island high school students with businesses for internships, job shadowing, field trips and mentoring.

The **Huiana Internship Program** is a partnership with the Department of Labor and Industrial Relations-Workforce Development Division, Hawaii Island Economic Development Board, Department of Education, Hawaii Community College, Hawaii Electric Light Company, and Hawaii's Island businesses.



Founding corporate partner:

Hawaii Electric Light Company



“*At Hawaii Electric Light Company we worked hard to make the internship experience valuable for the students. But the unexpected result has been how enriching it has been for our employee-mentors. An internship program is not just about developing work specific skills, it is also about modeling professionalism and leadership for the students. The presence of the students in our workplace motivated everyone to do and be their best.*”

—**WARREN LEE**, President,
Hawaii Electric Light Company



Hawaii Island Economic Development Board
ISLAND OF OPPORTUNITY

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Phone: (808) 935-2180 Fax: (808) 935-2187

KONA OFFICE: Hawaii Energy Gateway Center
Natural Energy Laboratory Hawaii's Authority
Phone: (808) 326-2721

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Huiana? Internship Program

I want to know more!

BUSINESS/AGENCY: _____

ADDRESS: _____

CONTACT PERSON/TITLE: _____

PHONE: _____ FAX: _____

EMAIL: _____

WEBSITE: _____

TYPE OF BUSINESS: _____

My company would like to participate in the following ways (check all that apply):

- Student Intern at Workplace
- Job Shadowing
- Field Trip Site
- Guest speaker
- Donate Merchandise or Gift Certificates
- Donate to the Student Stipend Fund
- Donate to the Student Scholarship Fund
- Sponsorship of the Huiana Internship Program
- Huiana Internship Program Business Advisory Group



Businesses

- Opportunity to interview and select student interns interested in your business.
- Internship orientation and mentor training for supervisors and employees.
- Payment of wages is allowable, but not required, as the emphasis is on student learning and the acquisition of workplace readiness skills. Student is required to work a minimum of 60 hours.
- Connecting the students' school learning with work-based learning by assigning tasks that are consistent with the Department of Education General Learner Outcomes.
- Mentors provide supervision and guidance for students at all times.
- Workplace will be inspected and approved by designated Department of Education personnel.
- Internships are a school activity and, therefore, liability is covered through the Department of Education under Act 344.

Students

- Students are enrolled in an internship elective at their high school for which they receive school credit.
- Students are invited to participate in an internship when they are satisfactorily progressing in the internship course and meet the following qualifications:
 - Good academic standing, demonstrated classroom experience, good attendance and citizenship records.
 - Able to commit a minimum of 60 hours to the work site.
- Course work includes job readiness training in the classroom, and an internship experience in the workplace.
- Student must comply with all Department of Education and employer requirements, including being willing to undergo a drug test/screen if this is required by the employer.

How Your Business Can Be Involved!

There are many ways in which your business can be involved. Choose one, several or all.

Student Intern at Workplace

All students are enrolled in an internship class at school and have received job readiness training. Internships can be paid or unpaid at your discretion, students receive school credit. The Hawaii Community College, Makana Mentor Network will provide a free mentor training seminar for all company employees who will work with the student intern. A mentor is an adult employee interested in teaching and showing their work skills; an adult who wants to help guide youth on the path to successful careers...a role model.

Job Shadowing

Students are paired up with your employees at your place of work for one day where you show them what you do and how you do it.

Field Trip Site

Have students visit your workplace for a career exploration field trip.

Guest speaker

Share your knowledge and experience by making a classroom presentation on a topic that is important to you as an employer.

Donate Merchandise or Gift Certificates

Tax-deductible merchandise and gift certificate donations are rewards for students completing the Huiana Internship Program. The Huiana Internship Program Business Advisory Group will make decisions regarding the allocation of these gifts.

Donate to the Student Stipend Fund

Tax-deductible donations provide stipends for students completing the Huiana Internship Program. The Huiana Internship Program Business Advisory Group will make decisions regarding the allocation of these funds.

Donate to the Student Scholarship Fund

Tax-deductible donations provide scholarship funds for students who have completed the Huiana Internship Program and who are continuing their education beyond high school. The Huiana Internship Program Business Advisory Group will make decisions regarding the allocation of these funds.

Sponsorship of the Huiana Internship Program

If you are interested in becoming a sponsor, please contact Hawaii Island Economic Development Board.

Huiana Internship Program Business Advisory Group

Participate in developing policy, making key program decisions and allocating stipend and scholarship funds.