By signing below, I agree: (check each item)

☐ I will participate in the UH-CHIP Program for 10 weeks (or other previously arranged length of time) and will follow work schedules of the host agency’s office. I am expected to make a full-time commitment, which will equal to 40 hours per week, not necessarily during regular work hours.

☐ I will provide medical insurance coverage for the duration of the program.

☐ I will participate in ALL orientation training sessions and subsequent meetings during the 10-week Program. (Unless previous approved by the UH-CHIP Program Coordinators.)

☐ I will write a Personal Internship Development Plan after being selected for an internship. The Plan is completed before the intern starts the internship. A final project proposal is due within two weeks from the start of the program.

☐ I will complete Progress Reports every two weeks during the internship period and all other assignments as required by given due dates.

☐ I will (ONLY check if graduating in May):

1. Submit a final project report upon the completion of my internship. I will be responsible for writing a report that summarizes my internship activities and accomplishments. This in-depth report will be due by the final day of the internship to the PIPES office. The final report must incorporate reviews by host the mentor to his/her satisfaction. All final papers will be compiled and maybe published on-line. Your consent to these actions is hereby given by your signature on this form.

2. At the end of the summer, I will also make an oral presentation. I am required to make a presentation about my internship project at the PIPES Student Symposium the last week of the program.

☐ I will (ONLY check if continuing as a student in the Fall semester/quarter):

1. Submit a project report draft at the completion of my internship.

2. Work with the PIPES office to earn academic credits in fall for my work during the summer. During the fall semester I will be responsible for editing my report draft into a final paper that summarizes my internship activities and accomplishments which will be due the last day of instruction during Fall semester. The final report must incorporate reviews by host mentor to his/her satisfaction. All final papers will be compiled and maybe published on-line. Your consent to these actions is hereby given by your signature on this form.

☐ I will comply with all University of Hawai’i policies during the internship, including not engaging in any activities that are specifically prohibited (e.g., unauthorized scuba diving).

__________________________________
Intern (print name)
__________________________________
Intern (signature)
__________________________________
Date