

2012 University of Hawaii- Hawaiian Internship Program (UH-HIP)
University of Hawaii at Hilo

ACCEPTANCE AGREEMENT FORM

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

- I will participate in the UH-HIP 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-HIP 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