PIVES Informational Packet for Mentors

Thank you for your interest in hosting a Pacific Internship Programs for Exploring Science (PIVES) intern this summer, June 1 – August 7, 2020. This packet is meant to give potential mentors an overview of PIVES before requesting an intern. Any questions? Please contact the PIVES Staff at uhintern@hawaii.edu or (808) 932-7984.

STRUCTURE OF PIVES
Our goals are to (1) foster a community committed to the stewardship of our natural resources in the Pacific and (2) work with a team of host mentors to provide interns with a transformative hands-on learning experience.

PIVES is a suite of 10-week summer internship programs which are run concurrently as one cohort:

- Research Experiences for Undergraduates (REU)
- University of Hawaiʻi Hawaiian Internship Program (UHHIP)
- Micronesian and American Samoan Student Internship Program (MASSIP)

All three programs focus on providing hands-on professional experience for undergraduates in the fields of conservation research, natural resource management and environmental education. We define those fields broadly, ranging from applied research to community engagement.

The differences between the three programs are: funding capabilities, targeted audience and intern project flexibility. The REU program is specific to research projects. The outcome of an REU internship is a standard scientific paper and presentation. The UHHIP and MASSIP programs can also be research projects, but provide flexibility and the opportunity to gain on-the-ground work experience within the field of intern’s host organization (i.e. non-research internships). Non-research internships require working with the PIVES staff to come up with a suitable writing product to both, fulfill the requirements of the program and also the needs of the host organization. Examples of writing products include, but are not limited to, drafting of grant proposals and reports, developing a how to guide for specific processes and procedures, etc. Please contact us for more information. We are available to discuss the scope of the project.

EXPECTATIONS
As a mentor, you are expected to:

- Commit to mentoring a full-time undergraduate intern for a 10-week period throughout the summer (June 1 - August 7), while creating a safe space for learning.
- Identify a project within the scope of an intern’s interest and assist in the processes. (NOTE: The PIVES program requires interns to provide a final paper and presentation.)
- Incorporate the intern into the overall activities of your organization and treat them as one of the team.
- Develop a supportive mentoring relationship with intern, including regular interaction throughout the summer, guiding the intern’s progress on the project on a regular basis, helping them problem-solve challenges and providing positive feedback and suggestions for improvement.
- Provide input and assistance regarding the timely completion of the final paper and oral presentation.
- Facilitate the intern’s participation in PIPES meetings and excursions.
- Provide necessary support for all aspects of the internship, such as transportation to and from the field (if necessary), work space, equipment, publications related to project, etc.
- Participate in the PIPES Mentor Orientation (~2-3 hrs; held each spring).
- Attend the intern's presentation at the end-of-program Student Symposium on (August 5 and 6)

This program requires an intern to:
- Engage fully in all aspects of the program.
- Be strong representatives of both the host organization and the PIPES program.
- Write a Personal Internship Development Plan which outlines their personal, academic, and project goals and objectives for the summer.
- Participate in a mandatory 4-day orientation in Hilo hosted by PIPES program staff.
- Complete a 10-week internship with designated organization involving completion of the specific intern project and assisting with on-going organization activities equivalent to 40 hours per week.
- Submit regular progress reports to the PIPES program and participate in weekly meetings with other PIPES participants, PIPES excursions and other discussion sessions highlighting conservation topics in Hawai‘i and the Pacific.
- Complete a final paper (DUE no later than Aug 6) and present their project at the end-of-program PIPES Student Symposium held in August in Hilo.

FUNDING
The cost of supporting either a MASSIP or UHHIP intern can range from $5000-$8500, depending on location. This includes stipends, airfare, lodging and supplies. Opportunities for cost sharing with PIPES are available. Please contact us for further questions.

REQUESTING AN INTERN
All potential mentors need to submit an Intern Request Form found at https://hilo.hawaii.edu/uhintern/HostMentors.php. Please answer questions as thoroughly as possible. If you are unable to complete an online request form, contact us and we can send you a pdf form that can be completed offline.

SELECTION CRITERIA AND PROCESS
Our recruitment focuses on attracting an applicant pool that will help form the future conservation workforce and leadership of Hawaii and the Pacific. This is an undergraduate internship program and we recruit students from 2- and 4-year institutions. Students with at least a 2.0 GPA and from all majors are welcome to apply. We utilize multiple selection criteria to determine our final pool of interns. Applicants who are selected are passionate about conservation, hold a strong sense of kūleana to the resources and communities of Hawai‘i and the Pacific and who have had limited access to professional opportunities related to conservation. PIPES staff review the applications and interview semi-finalists. Placement of finalists in internships are made through discussion of available applicants with the host organizations.
SELECTION TIMELINE
- **January 31** – Intern Request Forms (completed by potential mentors) DUE
- **January 31** – Intern Applications (completed by student applicants) DUE
- **February 1 to 29** – PIPES reviews applicant documents
- **March 2 to 20** – PIPES conducts interviews with applicants
- **March 30 to April 3** - Mentors conduct interviews with semi-finalists selected by PIPES
- **April 24** – Intern placements finalized

PROGRAM TIMELINE
- **May 11 to 15** – Mentor Orientation (~2-3 hrs); mentors are asked to attend at least one session
- **June 1 to 5** – Intern Orientation, Hilo
- **June 8** – Interns’ first day with host organization
- **June 22 to 26** – Check in w/ mentors and interns on writing product
- **June 22 to July 17** - Site visits (conducted by PIPES Staff)
- **July 27 to August 4** – Mandatory practice presentations (interns with either host mentors or PIPES Staff)
- **August 3 to 4** – In lieu of HCC, PIPES is working on putting together an alternative event. More information TBA.
- **August 5 to 6** - Intern Symposium
- **August 6** – Final Paper / Writing Product DUE

PIPIES CONTACT INFORMATION
Location: 200 W. Kawili Street, Hilo HI 96720 PB 6, Room 112
Email: uhint@hawaii.edu
Phone: 808-932-7984

Please let us know if you have any questions.
Mahalo nui loa!