

APPLY TODAY!!!

Internship Checklist

- Application
- Pre-Employment Workshops
- Resume
- Interview
- Cover Letter
- Internship Orientation
- Roles & Responsibilities
- Risk & Release

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.

This project is 100% funded, in the amount of \$12,665,892 by the U.S. Department of Labor and administered by the University of Hawaii.

The Rural Hawaii project is an equal opportunity employer/program and auxiliary aids are available to individuals with disabilities upon request

Hawaii CC does not discriminate on the basis of age, race, sex, color, national origin, or disability or other protected classes in its programs and activities.

For inquiries or complaints concerning our non-discrimination policies, please contact: Disabilities Counselor, Section 504 Coordinator (808-934-2725, Hawaii CC Bldg. 388-Room 106) or Vice Chancellor for Student Affairs, Title IX Coordinator (808-934-2509, Hawaii CC Bldg. 378).

Pre-Employment Appointment

Date: _____

Time: _____

Location: _____

Internship Orientation

Date: _____

Time: _____

Location: _____

Notes:

Jan-Marie Osorio - Internship Coordinator
 Michelé Padayao - Career Counselor
 College to Career Internship Program
 Hawaii Community College
 200 W. Kawili St.
 Hilo, HI 96720-4091

Phone: 808-934-2734
 Fax: 808-934-2501
 E-mail: intern@hawaii.edu



www.facebook.com/collegetocareerinternships

HAWAII COMMUNITY COLLEGE

Lawe I ka ma'alea a ku'ono'ono
 Acquire a skill and make it deep
 - 'Olelo no 'eau

College to Career

Internship Program



UNIVERSITY of HAWAII®
HAWAII
 COMMUNITY COLLEGE

College to Career

SO WHAT HAPPENS IF I APPLY?

OUR MISSION

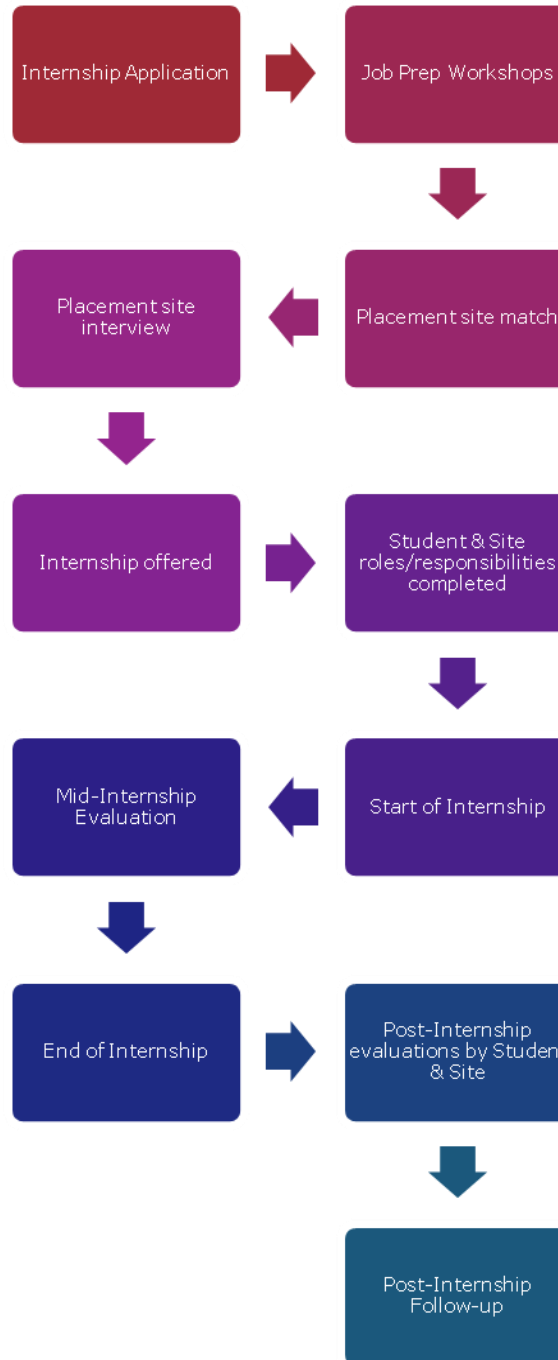
To enhance the future of our students by preparing them for employment through meaningful internship experiences, and providing community employers with work-ready employees.

WHAT IS AN INTERNSHIP?

The placement of a student within a business/organization primarily to gain work experience and learn more about the nature of that work.

BENEFITS OF AN INTERNSHIP

- ⇒ Gain practical work experience while under the guidance of professionals
- ⇒ Acquire additional professional experience to list on your résumé
- ⇒ The opportunity to apply and integrate knowledge and skills gained from course work
- ⇒ Exploration of career path if unsure
- ⇒ Guidance and support from HawCC Internship Coordinator & Career Counselor



IMPORTANT DEADLINES

FEBRUARY 20

- for Summer placement

MAY 20

- for Fall placement

SEPTEMBER 20

- for Spring placement



UNIVERSITY of HAWAII®
HAWAII
COMMUNITY COLLEGE

College to Career Internship Program
Hawaii Community College
200 W. Kawili St.
Hilo, HI 96720-4091

Phone: 808-934-2734

Fax: 808-934-2501

E-mail: intern@hawaii.edu