



STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES
DEVELOPMENT
POLICIES AND PROCEDURES

POLICY NO. 401.001 ERD/Training	NO. of PAGES 9
EFF. DATE 11/17/03	REV.NO./Date

TITLE: STUDENT INTERN PROGRAM	APPROVED: Kathleen N. A. Watanabe, Director
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I. POLICY

Student interns may be hired into exempt positions for at least two semesters and given assignments in their major or a closely related field through the Student Intern Program ("STIP"). The assignments shall be planned so the student intern has the maximum opportunity to develop his/her skills while making the strongest possible contribution to the organization. Student interns are considered "at will" employees and can be terminated at any time,

II. RATIONALE

College students in Hawai'i may have the opportunity to gain practical experience in their chosen fields while performing productive work for State government agencies. These assignments will also provide students with the opportunity to consider pursuing a career with State government.

The benefits to students include providing real-life work experience in the student's specific field, enabling them to test out their career choices, helping students enhance their skills, and developing professional and career contacts.

The benefits to State departments include having the students provide fresh and innovative ideas, additional help, especially in difficult-to-recruit occupations, and creating a pool of potential applicants for State jobs.

III. DEFINITIONS

"Cooperative Education Offices" means the educational offices of universities who are participants in the STIP. Telephone numbers include:

- The University of Hawai'i at Manoa, 956-7912
- Hawai'i Pacific University, 544-0230
- Chaminade University, 739-4654
- Brigham Young University, 293-3525

"Department" means the State government agency participating in the STIP.

"Student" means the student participating in the STIP.

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“Student Intern Program” or “STIP” refers to the program that was established between the State and cooperative education programs of several local universities aimed at providing work experience to upper-level undergraduate and graduate students.

“University” means the cooperative education program of the colleges and universities who are participants in the STIP.

IV. SCOPE

This procedure shall apply to all departments of the executive branch.

The STIP is not intended to be used in any way to replace civil service employees. If, upon completion of an internship and graduation from college, a person desires to obtain a regular appointment, he/she shall be required to compete for the position following usual civil service rules and procedures.

V. RESPONSIBILITIES

A. DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT (“HRD”)

HRD shall:

1. Set up the overall structure and procedures for the program.
2. Establish pay rates for the student intern positions.
3. Assist in resolving issues that arise between the departments and the university.

B. UNIVERSITY

The respective university shall:

1. Designate a representative to work with the department representative.
2. Publicize student intern employment opportunities among its students.
3. Recommend all qualified students expressing an interest to the department without regard to age, sex, religion, national origin, race, color, or physical handicap.

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4. Coordinate work and academic experience of students to ensure that they are receiving maximum benefit from participation in the STIP.
5. Furnish the department with any necessary data and information about the student which the university is authorized to release or is subject to release pursuant to a signed release by the student.
6. Advise the department if the student in the program drops from the university's cooperative education program, leaves the university, changes curriculum or course of study, falls below a 2.0 grade point average on a 4.0 scale cumulatively or in his/her major, is placed on academic probation or suspension, or any other administrative action that may affect the student's retention in the STIP.
7. Submit a yearly report on the program to HRD, Training Office.

C. DEPARTMENT

The respective department shall:

1. Designate a staff member who will serve as a liaison to the university.
2. Keep the university informed of student intern employment opportunities.
3. Establish work schedules which meet the department's needs while accommodating the academic calendar of the university and enabling the students to meet the requirements under the program.
4. Consider students recommended by the university for participation in the program without regard to age, sex, religion, national origin, race, color, or physical handicap and promptly advise students and the university of any action taken.
5. Agree to provide at least two semesters of career related employment to students.
6. Process personnel forms related to the employment of students.

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7. Provide necessary orientation, supervision, and evaluation to all student interns.
8. Provide the students with meaningful and increasingly responsible work assignments related to the curriculum being pursued and guide the students in carrying out the assignments.
9. Conduct periodic appraisals of each student's performance, counsel students as appropriate, and furnish the university with a supervisory evaluation after each period of work but at least once a year.
10. Notify the university as far in advance as possible of any anticipated or proposed personnel action to terminate the appointment of a student.

D. STUDENT INTERN

The student intern shall:

1. Serve a minimum of two semesters in a student intern placement.
2. Remain a candidate in good standing for a university degree program and maintain a minimum of a 2.0 grade point average on a 4.0 scale both cumulatively and in his/her major.
3. Demonstrate a continuing interest and commitment to all phases of the program.
4. Provide the department and the university with necessary evaluation reports.
5. Notify the university and the department of any changes in program of study, academic status, or eligibility for the STIP.
6. Adhere to the department's policies, procedures, and guidelines.

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VI. GENERAL PROVISIONS

A. INITIAL STUDENT INTERN ELIGIBILITY

The student intern shall:

1. Be enrolled in a degree-granting program and making satisfactory academic progress, be enrolled in the university's cooperative education program, and be pursuing a major field of study that is closely related to the job for which he/she is being considered.
2. Be a citizen, national, or permanent resident alien of the United States or eligible under federal law for unrestricted employment in the United States, a resident of Hawai'i, at least 16 years of age, and meet the appropriate medical, security, and other requirements when relevant.
3. Have a declared major field of study, official standing of at least a junior in such field, and have at least two semesters to complete before being eligible to receive a degree.
4. Have official standing as a junior to qualify for a Student Intern I position and official standing as a senior or graduate student to qualify for a Student Intern II position. In addition to these requirements, departments may include specific courses that the students must have completed to qualify for a position.
5. Maintain at least a 2.0 grade point average on a 4.0 scale both cumulatively and in his/her major.
6. Be referred to the position opening by the university's cooperative education staff and be accepted by the department for appointment to such position.
7. Adhere to the requirements specified in the *Cooperative Education Program Student Agreement and Academic Progress Standards* (Attachment 4).

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B. CONTINUED STUDENT ELIGIBILITY

1. A student's appointment may be terminated by the university after proper notification for failure to meet the university's standards and requirements. The reasons for the termination of a student's appointment include, but are not limited to: registration change by the student; change to a curriculum which will not qualify the student for the position; suspension, expulsion, or withdrawal from the university; and failure to maintain academic standards.
2. A student's employment may be terminated by the department, after proper notification, due to unsatisfactory work performance in accordance with the department's standards or for other good reasons as determined by the department.
3. The university agrees and shall inform the student that the position is of a temporary nature that may be cancelled at any time by the department and that the department shall be under no obligation to provide permanent employment to the student.

C. PAY, LEAVE, AND EMPLOYEE BENEFITS

1. Pay
 - a. Students will be paid hourly at the following rates:
 - (1) Student Intern I: Current minimum step of SR 13 (pay scale for BU code 63); or
 - (2) Student Intern II: Current minimum step of SR 15 (pay scale for BU code 63).
 - b. Students will be paid at time and a half for all officially directed or permitted overtime.
2. Leave and Benefits

Unless otherwise provided for by federal law, State law, or executive order, students will not be eligible for any type of leave or for any other benefits.

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D. SCHEDULES

Student interns may work under either of the following two scheduling formats:

1. **Parallel Schedule:** Student works part-time while attending school full-time. Student must work less than 20 hours but at least 10 hours per week while school is in session but may work more than that amount during vacation and holiday breaks.
2. **Alternating Schedule:** Student alternates semesters of full-time work with full-time school.

E. PERFORMANCE APPRAISAL

1. Performance appraisals shall be conducted by the student's immediate supervisor in consultation with others who work directly with the student. The appraisal shall cover specific skills, knowledge or abilities that are identified as being the most important to the position. Appraisals shall be made prior to the end of each work period but at least once a year.
2. At the expiration of each work period, the student shall also be given an opportunity to report on and evaluate his/her work experience and accomplishments. Appraisal information shall be shared with the department and the university and made a part of the student's personnel folder.
3. On the basis of the rating of the student's job performance, interest, fitness, and conduct, the supervisor shall make:
 - a. A recommendation for retention of the student, if applicable, and any action that is planned for strengthening performance or correcting deficiencies, or
 - b. A recommendation that the student be separated from the program.
4. Satisfactory performance appraisals shall place the department under no duty or obligation to continue to employ the student and shall not limit the right of the department to terminate the employment of a student at will.

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VII. PROCEDURE

A. STEPS FOR HIRING

The following are the steps for departments to follow in hiring a student intern:

PROCEDURE		RESPONSIBILITY
1	Determine the need for the student intern.	Supervisor/manager
2	Discuss the need to determine the feasibility of hiring a student intern.	Supervisor/manager and program administration, department personnel officer, as appropriate
3	Discuss the need informally with the university's Cooperative Education staff to determine if filling it is feasible.	Supervisor/manager and Cooperative Education staff
4	Following existing procedures, establish an exempt student intern position.	Supervisor/manager and departmental personnel office
5	Request a student intern from the university's Cooperative Education office.	Supervisor/manager
6	Interview and select the student intern.	Supervisor/manager
7	Have the student sign the <i>Cooperative Education Program Student Agreement and Academic Progress Standards</i> (Attachment 4)	Supervisor/manager

B. CONTACT WITH HRD

Apart from establishing the position, no contact with HRD will be necessary. The university will be responsible for reporting on the program to HRD.

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VIII. AUTHORITIES AND REFERENCES

State of Hawaii Department of Human Resources Development Policies and Procedures: Training and Employee Development, Section VI.3.e

IX. ATTACHMENTS

- Attachment 1: Memorandum to All Department Heads, from Sharon Y. Miyashiro, dated April 26, 1991
- Attachment 2: Memorandum to All Department Heads, from Sharon Y. Miyashiro, dated September 12, 1991
- Attachment 3: Memorandum to All Personnel Officers, from Mark Epstein, dated February 9, 2001
- Attachment 4: Cooperative Education Program Student Agreement and Academic Progress Standards