Guideline of the 2014 EPIC Internship Program

1. Overview
Ehime Prefectural International Center (EPIC), pending funding approval, will offer an Internship Program to qualified students in order to promote the Ehime-Hawaii relations at EPIC during the summer.

2. Timing
Interns will be accepted for approximately 80 days between May and August. EPIC will set the exact dates according to its calendar and in consultation with the selected interns.

3. Number of interns to be accepted
Two people

4. Eligibility requirements
To be considered for an internship sponsored by EPIC:

(1) You need to be a currently-enrolled undergraduate or graduate student at UH in a field related to EPIC’s interests. You must be enrolled during the proposed internship period.

(2) You should be fluent both in English and Japanese or well versed in Hawaiian culture.

(3) Your application for an internship should be supported by your university. A minimum requirement is a letter from one of your professors supporting your application.

(4) The final candidates will be selected by the authority of Japan-America Society in Hawaii and University of Hawaii. Placement is subject to availability of meaningful assignments.

5. Work contents

(1) Consultation activities
Assist the senior counselor of EPIC and other staff as needed in answering general inquiries both from the people of Ehime and foreigners.

(2) Seminar for cross-cultural understanding
Take responsibility for planning and executing the programs for helping people of Ehime understand foreign cultures including Hawaiian and American cultures through the opportunities stated below;

① Seminar at EPIC
② Events in collaboration with local municipalities
③ School visits

(3) Website/Publications
Update and manage the EPIC Hawaii website including the newsletter of the Ehime-Hawaii Association, work on web-related projects, and create publications;

(4) “Ehime-Hawaii Day” event
   Support and assist the annual event sponsored by the Ehime-Hawaii Association.

6. Work hours
   Mondays to Fridays from 09:00 to 17:00.

7. Financial support
   The following will be provided by Ehime Prefectural International Center.
   (1) Travel costs;
       EPIC will provide you with travel costs for purchasing the round trip tickets between Honolulu and Matsuyama. EPIC won’t pay any costs for extra accommodations and stopovers.

   (2) Living expenses and accommodations;
       As the living expenses, ¥4,250 per a day should be provided by EPIC. The arrangement of the accommodation including the payment of the house rent and utility costs including water and electricity should be done by EPIC, which is equivalent to ¥94,000.

   (3) Medical Health and Life Coverage;
       It is essential for the intern to be covered by health and life insurance during the internship period. EPIC will buy the medical and health insurance to cover the intern for the entire period of internship. However, this insurance will not cover the personal trip during the duty.

   (4) Fees for obtaining passport and visa;
       The intern is responsible for obtaining necessary passport and visas required. EPIC will issue only a letter stating acceptance of an individual as an intern and the conditions governing the internship.