Guideline of the EPIC Internship Program

1. Overview
Ehime Prefectural International Center (EPIC) offers 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 a minimum of 80 to a maximum of 90 days between May and August.

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 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 and holidays
Tuesdays to Fridays from 09:00 to 17:00. Work on Mondays and Saturdays is alternated every two weeks.

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 personal trips during the duty period.

(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.