NOTE: The professor’s approval must be acquired before a student registers in this course. Except in special circumstances, he/she should be in the senior year and should have already completed and submitted an internship “Letter of Intention” to the professor.

Course Description and Objectives
This course is designed to introduce students into a working environment where they can directly experience or observe various Pacific Islands’ issues and concepts learned in the classroom. It is also an opportunity for a student majoring in Pacific Islands Studies to acquire practical experience in a working environment through attachment to a public or appropriate private sector regional, international, state or national institution.

The course requires the student to undertake a working attachment experience involving no less than 140 working hours for every 3 credit hours. In addition, the student is required to maintain a daily logbook identifying the work undertaken by the student during the period of the internship. The student will usually be required to provide an example of any project initiated or completed during the internship period. At the end of the attachment, the student must write a two-page critical review analyzing the activity and its value to the student. The student should also ensure that his/her internship attachment supervisor writes a confidential or open letter addressed directly to the professor responsible for the internship course. In the letter, the supervisor confirms that the intern did complete the attachment while at the same time commenting on the student’s performance. At the end of the internship, the student presents the logbook, two-page analytical report and a reference letter as part of an overall personal portfolio.

Grading: The student will achieve a pass or fail grade dependent on the quality and completion of all four components of the student’s portfolio.
1. 140 hours of work
2. Daily logbook and where applicable, an example of the project initiated or completed during the internship.
3. Two-page exit interview
4. Confidential or open letter from the work supervisor to the professor (also intended for the file) confirming of the actual participation and level of performance achieved.
Progress Meetings:
1st week: Wed: Meet professor to confirm activities
2nd week: Wed: Meet Professor to review progress

Various other meetings arranged as needed.

2nd last week: Wed: Meet professor to review progress
Last Week: Wed: Portfolio is Due
Finals Week: Meet Professor to review grade.

University Policies:
Special Needs
Brigham Young University-Hawai‘i is committed to providing a working and learning atmosphere, which reasonably accommodates qualified persons with disabilities. If you have any disability that may impair your ability to complete this course successfully, please contact the Students with Special Need Coordinator, Leilani A‘una at 293-3518. Reasonable academic accommodations are reviewed for all students who have qualified documented disabilities. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures. You should contact the Human Resource Services at 780-8875.

Preventing Sexual Harassment
Title IX of the education amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds, including Federal loans and grants. Title IX also covers student-to-student sexual harassment. If you encounter unlawful sexual harassment or gender-based discrimination, please contact the Human Resource Services at 780-8875 (24 hours).

Final Exam Attendance
Each class in the university is required to have a cumulative final exam on the date it is scheduled. Please check your final exam dates and plan to be on campus on that date. Only the Dean of the College of Arts and Sciences can give exceptions to this policy and he rarely does so.
PAIS 498 INTERNSHIP

LETTER OF INTENTION

The following information should be completed by the student and handed to the professor prior to the beginning of the semester or term in which the student is planning to undertake the internship.

Name of Student/ID _______________________________________
Address _________________________________________________
Telephone Number (Work) __________ (Home) ________________

Dear professor _____________________________________________

I am planning to undertake the internship as part of my course of studies in BYUH: toward the completion of an academic degree. The following details are relevant to those plans.

Graduation date (expected month and year) _________________
Current BYUH status: Freshman/Sophomore/Junior/Senior
Internship period: ____________ (F/W/Sp/Su) in the year 20_____ 
Internship actual dates: _____________________________________
Internship location: _________________________________________
Internship Organization/Institution: ____________________________

______________________________________________________
Supervisor and Address: _________________________________
Tel/E-mail: _____________________________________________

Where necessary, I will be leased to finalize internship arrangements with the organization/institution.

Yours sincerely,

(Student’s signature)  (Date: month/day/year)

Professor’s comments: _______________________________________________________________________
Professors’s confirmation signature ____________________________________________________________