Guidelines of the 2018 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 of 2018.

2. Timing
Interns will be accepted for approximately 55 to 60 days between the middle of May and July. 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 U.S. citizen and a current undergraduate or graduate student at UH in a field related to EPIC’s interests during the proposed internship period.

   (2) You should possess moderate Japanese language skills, have experience working or living in an international context, and have some knowledge of Hawaiian culture. You should also possess good interpersonal skills and be able to multi-task.

   (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 of Hawaii and the 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;
   - Seminar at EPIC
   - Events in collaboration with local municipalities
   - 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 17:15.

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

(2) Living expenses and accommodations;
As for living expenses, ¥3600 per a day will be provided by EPIC. The arrangement of the accommodation including the payment of the house rent and utility costs including water and electricity will be taken care of 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.