A Message from the Chancellor

Aloha! All of us, as individuals and institutions, are clearly facing challenging financial times as 2009 unfolds. For many families, it’s a time to seek out opportunities that provide maximum value - like an education from the University of Hawai‘i at Mānoa.

We take pride in knowing that we provide many value-added programs and services that help our graduates carve out better futures. One such value-added program is the Center for Career Development and Student Employment (CDSE). Through established partnerships within the professional communities, CDSE maximizes the university experience by allowing students to explore a variety of potential career paths and possibilities.

Besides a profile on CDSE, this issue also contains information about two new services that greatly enhance the student experience. The first is the online student housing application, which streamlines the process for individuals searching for on-campus housing opportunities.

The second is the STAR scholarship search engine, which matches students with potential scholarships. Our scholarships are a special point of pride for us and are part of our continuing commitment to make the university a destination of choice for students. This year, we have granted 17,000 awards totalling $36.7 million - that’s a 10.5 percent increase over previous years.

With students from all of the Hawaiian islands, every state in the nation and more than 100 countries, UH Mānoa offers a unique experience that can’t be found elsewhere. This multicultural, international experience, combined with more than 170 fields of study available, provides a powerhouse of value for students seeking to discover their future.
As students begin their college life at the University of Hawai‘i at Mānoa, they’ll find a great friend in the Center for Career Development and Student Employment (CDSE). Whether students are entering their first year on campus or are graduating shortly, CDSE can help them explore life’s possibilities. The center offers many opportunities to participate in a wide variety of activities, programs and services that promote the development of career insights and professional competency.

**Career Counseling**
Integrating strengths, interests, values and abilities into a student’s career choice is an important part of developing career plans and goals. CDSE counselors assist students with career planning options and decisions. Some ways they assist students include:
- Discussing career options and exploring employer information resources.
- Identifying and assessing strengths, interests and values as it pertains to career possibilities.
- Developing job search strategies and professional competencies including resume and cover letter reviews, interviewing skills, the evaluation of job offers, networking, business dining etiquette and professional attire tips.

- Creating a personal plan of action for the career search and/or graduate school options.

**Career Experiential Activities & Resources**
Comprehensive resources and career experiential activities are available for students wishing to explore a variety of careers, potential employers and industries, as well as graduate school options.
- Career Library - Access resources at CDSE or online at [http://cdse.hawaii.edu](http://cdse.hawaii.edu) for insights into major and/or career options, and to conduct employer and industry research or obtain information on graduate and professional school programs.
- Career Fair – Learn about career possibilities and opportunities by networking with more than 80 organizations and 150 employer representatives at the spring and fall career fairs.
- Employer Informational Insights – Meet professionals from more than 70 organizations that visit the UH Mānoa campus every semester and gather first-hand insights into possible career paths, internships and professional expectations.
- Law Schools Professions Fair - Gather entrance requirements and general information from more than 30 law school admissions representatives at this fall event.
- Career Sessions – Participate in a variety of sessions including career decision-making, resume and cover letter writing, interviewing skills, evaluation of
job offers, networking, business dining etiquette and professional attire tips.

- Online Job Database – View a database, created specifically for University of Hawai‘i at Mānoa students, that contains more than 400 job vacancies ranging from entry-level to skilled positions from 600 active employers. [www.hawaii.edu/sece](http://www.hawaii.edu/sece)

### Work-Based Programs

Linking academics and the workplace, CDSE work-based programs help students to develop professional competence, build transferable skills, and gain career-related insights in preparation for a successful transition from campus life to the professional world.

- University Student Employment - Nearly 4,000 students connect with staff and faculty within UH Mānoa, while engaging in part-time work on campus (average 10-12 hours/week at $9/hr).
- Federal Work Study - This financial-aid based program subsidizes a portion of college expenses by offering part-time employment at campus and community service locations.
- Cooperative Education (Co-op) / Internships - Provides practical, real world experience before graduation through a wide range of projects and assignments in business, engineering, economics, health care, humanities, research and science industries. (Average 12-15 hours/week at $12/hr.)
- Non-University Employment - From small businesses to international corporations, CDSE connects students to employers offering a variety of career options. (Part-time and full-time available.)

### Getting started with CDSE

Register online at [www.hawaii.edu/sece](http://www.hawaii.edu/sece). To register, an individual must be a high school graduate with a UH user account and password. Counselors are available for customized assistance.

### CDSE Contact Information:

Web: [http://cdse.hawaii.edu](http://cdse.hawaii.edu)

Email: cdse@hawaii.edu

Tel: (808) 956-7007

Location: Queen Lili‘uokalani Center for Student Services, Rm. 212

An Equal Opportunity/Affirmative Action Institution

### CDSE - Your Key to Success

**High school seniors can get a head start at UH Mānoa!** High school seniors can work on campus in the University Student Employment program during the summer before they begin classes in the fall at UH Mānoa.

**Did you hear about these scholarships?** Five scholarships are awarded annually to outstanding student employees who participate in the Cooperative Education and the University Student Employment programs.

**UH Mānoa brings together students and potential employers right on campus!** In the 2007 academic year alone, the university arranged more than 600 Employer/Industry outreach efforts on campus, including international, national and Hawai‘i-based employers offering internships, Co-ops and full-time careers.

**Our students have earning power!** Co-op students earn an average of $12/hour in employer-partner worksites represented by 64 percent private industry, 18 percent federal government and 18 percent state government.

**Thousands of students enjoy the convenience of on-campus jobs.** Four thousand UH Mānoa students work on campus in positions ranging from clerical to research and teaching while connecting with the university community.

**Career fairs = Learning.** Seventy-four percent of students who attended the UH Mānoa career fair gathered new knowledge about qualifications, skills and expectations of employers to help prepare for post-graduation plans.
Creating a College and Career Plan: Your Roadmap to the Future

Developing a college and career plan can be exciting, rewarding and lead to a smoother transition from college to the workforce when done purposefully and creatively. To help students begin to develop their own personal college and career plan, the Center for Career Development and Student Employment (CDSE) recommends the following tips:

1st year
- Meet with a career counselor to: assess career plans, interests, values, abilities and preferences; determine the best timeframe to pursue Co-ops and internships; register with CDSE; and find out what student services are available.
- Connect with the campus community through student organizations, University Student Employment, Federal Work Study opportunities and leadership development activities.
- Take advantage of advising and orientation programs. For graduate or professional school planning (i.e., medicine, law, and health careers), connect with an academic advisor regarding appropriate pre-requisite coursework.

2nd year
- Meet with a career counselor to: reassess career plans; develop a resume; engage in informational interviews; and gather resources about the career market.
- Explore possible majors and careers by: conducting informational interviews at the fall and spring career fairs; take advantage of career shadowing opportunities; talk with instructors and a counselor for more indepth information.
- Develop good work ethics and transferable skills through: University Student Employment, internships and Co-op work experiences; and participation in activities and involvement in organizations.
- For a career in law, attend a Law Schools Professions Fair to gather information and requirements from over 30 law school admissions representatives.

3rd year
- Acquire career-related skills and professional competence through short-term internships or long-term Cooperative Education experiences.
- Meet with a career counselor to reassess interests, values, abilities and preferences as they pertain to future career plans and choices.
- Begin a career-job search readiness program (e.g., mock interviews, resume reviews, personal statement/cover letter reviews).
- Attend career fairs and talk to employers and find out about their companies.
- Attend Employer Informational Insights events to research the job market, job availability, realistic salary expectations and qualifications desired by employers.
- Participate in career sessions including: featured careers; networking; professional attire tips; resume writing; and interview strategies.

4th & 5th years
- Hone in on professional endeavors by researching full-time professional options.
- Meet with a career counselor to reevaluate accomplishments in school, work experiences, and leadership development that can be offered to employers.
- Research the job market (e.g., availability, realistic salary expectations, qualifications), and begin to share your post-graduation plans with your “network” of friends, family, professors, counselors and professional contacts.
- Actively attend and refine your resume and interviewing skills at career fairs and employer information sessions.
- Participate in career sessions including: how to evaluate salary offers; interview strategies; and business dining etiquette.
- Take graduate exams, gather letters of recommendations, and apply for graduate schools.
UH Mānoa’s Center for Career Development & Student Employment (CDSE) offers a variety of internships where students can observe, shadow and experience a potential career. In addition to a career preview, internship benefits include industry exposure, mainland living experience, academic credit, financial support and the development of transferrable skills. Below are just a few examples of exciting local and national internship opportunities available.

**National Internships**
Walt Disney World (WDW) College Program is a national internship employer that CDSE has partnered with for the last 10 years. Every fall and spring, students from all majors attend campus informational sessions to learn how to become a cast member at the happiest place on earth. The majority of internship experiences are in the hospitality, retail, entertainment and marketing fields housed in various areas of the organization. To date, more than 90 UH Mānoa students have had the opportunity to live, earn and learn through the WDW internship program. Other national internship programs that UHM students have participated in include the FBI Summer Honors Program, Central Intelligence Agency (CIA) and the National Security Agency (NSA). These internships require students to start planning and submit applications at least 6 to 12 months before the actual start of the internship.

**Arts & Sciences Internships**
Recently, CDSE partnered with the Arts and Sciences Advisory Council to promote the employability of students in the Colleges of Arts and Sciences. For the initial semester, 6 companies created 10-12 internship opportunities. Internships range from graphic design, research, environmental issues and economics. Students earn 3 credits and are paid for the semester.

Spanning across the campus, internships can be found in most colleges and programs. Since 1998, the Colleges of Arts and Sciences at UH Mānoa have sponsored undergraduate student internships in Washington, D.C. Beginning with only one student the first year, they currently send three students annually to spend the fall semester at either The Washington Center for Internships and Academic Seminars or The Smithsonian Institution. Students remain enrolled at UH Mānoa and put together programs with their major advisers that allow them to receive up to 12 academic credits while interning in Washington, D.C.

**Capstone Internships**
An example of an internship capstone course is Animal Science, ANSC 492, in the College of Tropical Agriculture and Human Resources (CTAHR). Students are placed at a range of sites from the Waikiki Aquarium, the Hawai’i Department of Agriculture, University Health Services, St. Timothy’s Summer Riding Program (Maryland), the Honolulu Zoo, Representative Kyle Yamashita’s office, and local veterinary clinics and pig farms. Students in this capstone course learn to develop their own learning objectives and plans, to apply their academic knowledge in the real world, and to become professionals in their fields. Students spend approximately eight hours a week honing their skills.

Whether students are uncertain or confident about their career choices, CDSE offers a wide variety of individualized services. Career counselors are available for individualized assistance from identifying potential opportunities to developing a job search portfolio.

**Internship partners include:** Boeing, Maui; CIA; C&C Po’okela Fellows; FBI; HECO Summer Internship; NSA; NASA; Walt Disney World; and more.

**Colleges offering internship opportunities include:** A&S Washington D.C. Internship; CTAHR; Engineering; Shidler College of Business; SOEST - Geology, Geophysics, Meteorology; and more.

**EXPLORE POTENTIAL CAREERS**

**The Internship Experience**

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At UH Mānoa, because we believe every student has the potential to be a star, the aptly named STAR system has been created to help actualize this vision.

STAR technology was developed to help empower students at every point of their academic journey. “We developed our own system here at Mānoa that is very much ahead of what other schools have,” says Ronald E. Cambra, assistant vice chancellor for Undergraduate Education. “It is much more responsive to the student, not only giving them accurate feedback on their academic degree progress, but the ability to plan ahead.”

Gaining familiarity with the STAR system also helps ease the transition to college life. The online interactive software began three years ago at the UH Mānoa campus, then was made available to the entire UH system. Thanks to the degree tracking aspect of the program, incoming students can chart their progress as they advance toward desired degrees, while transfer students may learn which previously earned credits are being applied toward their Mānoa studies.

“One new aspect that is coming online in January 2009 will help fulfill our goal of getting as many students graduated in four years as possible,” explains Cambra. “They will be able to virtually plan out their four-year degree plans, and can then track very carefully where they are in pursuit of their diplomas.”

For example, with just a click of a mouse, students can see where they stand academically in terms of grades and credits earned, and exactly what classes must be taken to fulfill graduation requirements. “STAR puts a lot of information in the hands of the student, and that is invaluable,” says Megumi I. Makino, director and academic advisor in the Mānoa Advising Center. “For example, most students don’t realize that it takes 124 credits to graduate from UH, and if they take the minimum 12 credits per semester to obtain full-time status, it’s going to take them a long time to graduate. Having a definite percentage, a concrete number of credits earned is not only motivating, but gives them a better idea of where they are and how much more they need to accomplish.”

Upperclassmen attest to being true believers in STAR. Micol Martinelli, a senior with a double major in psychology and English, discovered it while attending her first advising session, and has been using it regularly ever since. “I access it at least two or three times during the semester,” Martinelli reports. “At the beginning, I see if every class that I registered for has been confirmed. In the middle of the semester, I see if everything is in place. And, at the end, I see if my grades are posted and the percentage of studies completed has gone up. I like that the best!”

In addition, freshmen like Chelsea Arakaki and Laurie Lau are thrilled by their access to STAR, because it helps orient them to the exciting new world of the university. The best friends from the Roosevelt High Class of 2008 are participants in the Access to College Excellence (ACE) learning community program, and have been going online to do everything from registering for classes to looking at transcripts.

Arakaki and Lau, both 18, say the user-friendly STAR system affirmed their similar decisions to attend UH Mānoa. “I know a lot of my classmates who were excited about going away to college, but they got so homesick in the first semester. I’m glad I stayed,” says Arakaki, who is thinking of majoring in Kinesiology and Leisure Science. Adds Lau, who hopes to pursue a degree in nursing, “Going to UH Mānoa, because you live here, is an easy transition. I felt more comfortable and it’s not as scary as people think it is.”

Perhaps one of the most anticipated new features of STAR
was launched in January: a “Smart Scholarship Search” that culls through and displays available scholarships at UH Mānoa that best fit every student, and facilitates online application. With approximately $8 million of UH Foundation scholarships available annually to students, the data is welcome and necessary, especially in these challenging economic times.

STAR Director Gary Rodwell is enthusiastic about the advantages of the new scholarship search engine. “With the push of a button, the information we already know about the student—such as interests, majors, colleges, GPA, gender, etc.—is merged with the scholarship criteria to check through thousands of permutations to look for matches,” says Rodwell. “Or a student can search for a specific scholarship and see how many students received the scholarship last year and how much the average award was.” Moreover, in order to keep students engaged in the scholarship process, there is a built-in tracker that allows them to monitor their applications online, much like a parcel delivery system.

While the scholarship search engine will eventually be accessible to community college students, high school counselors, and incoming freshmen and their parents, it will initially be available only to registered students. “Eventually, all students here or accepted at Mānoa will be able to look at all UH Foundation scholarships available, and apply online for whatever scholarships they are interested in,” says Cambra. “It will be quite an adventure.”

Don’t Limit Yourself: Submit All Your SAT Scores

You’ve probably already heard that the College Board recently approved a change to its SAT score-reporting policy. Called Score Choice, the new policy enables students to choose which scores to send to colleges. With this enhanced feature, test-takers have the option of selecting SAT scores based on test date. At UH Mānoa, we take it one step further!

When we review a student’s application, we take all the scores submitted and consider the best score in each category, regardless of test date. That means that we might choose a student’s critical reading score from May, math score from June and writing score from October.

So, tell your students not to limit their options when they apply at UH Mānoa. Remember to have them submit all their SAT scores along with their UH Mānoa applications instead of picking and choosing what they think will be their better scores.
In the “good old days,” at least through 2008, applying for student housing at UH Mānoa involved printing out a PDF application form, writing or typing in the information, then mailing or faxing it back with fingers crossed. Ensuing days would be filled with incoming freshmen, and others in search of convenient on-campus accommodations, calling the Student Housing Office with the same hopeful inquiry: “Did you get my application?”

That was then; welcome to the future. Starting January 2009, a new and improved student housing application form may be accessed, filled out and electronically submitted totally online. “It will be good not only for the students, but good for our office,” says Michael Kaptik, director of Student Housing. “In this day and age, with students who are more adept with technology, we want to ensure that our process is in line with their preferred communication style.”

With more than 3,000 applications flowing in per year for rooms in 10 residence halls and apartments, including the new $70 million Frear Hall, the revamped online process will greatly improve speed and efficiency for those in search of on-campus housing. “One of the benefits is that you don’t have to worry about whether your application got to us in the mail or whether the fax came through,” explains Kaptik about the new application setup. “You will submit the information, and we’ll e-mail back that we received your application, and offer further information about the process. We are very transparent with respect to how the process works and where people are assigned.”

At UH Mānoa, on-campus housing is guaranteed for any freshman who submits a housing application by the priority deadline and satisfies the partial tuition payment requirement by the specified date. There are an impressive range of programs and activities designed to enhance the first-year college experience, including residential learning programs, activities to build community, and opportunities to learn about different cultures. “We want to be able to offer housing to as many students who want it, and we’ll continue to provide different programmatic accommodations for them,” says Kaptik. “Student Housing’s web site provides information on all the different housing options, amenities and programs.”

Kaptik urges incoming freshmen to seriously consider student housing, since it is one of the best ways to fully delve into and ultimately adjust to university life. Plus, any freshman who wishes to continue on in student housing as a sophomore has the second highest priority status. “If you compare our price rate structures with other universities around the country, it is a very good deal,” affirms Kaptik. “We’re hoping that the housing experience is always improving for our residents.”

Tours are available of student housing, which continues to undergo constant renovation and refurbishment. For more information, call 956-8177, fax 956-5995 or send e-mail to uhmsh@hawaii.edu, or visit www.housing.hawaii.edu.
For Admitted Students for the Fall 2009 Semester

Campus Tours

What’s campus like? It’s so big, I’ll get lost. Where would my classes be? Where would I park? Where can I study? Do they have places to eat? These are just a few questions that your students might have about UH Mānoa. To help students, who have been admitted to the campus, get a jumpstart on their college life, we’re pleased to announce a special series of tours – the Admitted Student Tours. During these tours, students will have the opportunity to go on a guided exploration of campus, including the residential halls. Plus, there’ll also be a session with the Mānoa Advising Center staff, who’ll provide useful information about the academic advising process, registration procedures and more. Attendees will also have the chance to meet with peer mentors and learn about the exciting programs available for first-year students.

Tours for admitted students will be held twice daily (8:30 a.m. to 11:15 a.m.; 10 a.m. to 1:15 p.m.) on the following dates:
• March 7, 2009
• March 14, 2009
• April 4, 2009
• April 18, 2009

Tours are limited to Oahu students admitted to UH Mānoa for Fall 2009. To register for a tour or for more information, contact Merrissa Uchimura at merrissa@hawaii.edu or 956-7137.
When he entered the University of Hawai‘i at Mānoa in the fall of 2000, Kalekona (Kale) Kingsbury had no idea that librarianship was a field or that Library and Information Science (LIS), a graduate program at UH Mānoa, even existed. Little did he know then, but upon graduating with his BA in U.S. History in the fall of 2005, Kingsbury was determined that librarianship was a profession that he would pursue. “The field matched my personality, my love of books and history, and my interest in assisting others with information retrieval,” said Kingsbury, who applied for the LIS program soon after obtaining his undergraduate degree.

Kingsbury credits the Center for Career Development and Student Employment (CDSE) for playing a big role in his deciding to select LIS as a field of study. “It was through my first job at Sinclair Library that I was effectively set on the path toward my future career,” he said. Through CDSE, Kingsbury obtained and held several positions at the UH Mānoa Libraries, including staff positions and an internship at the Reference Desk at Hamilton Library.

Kingsbury’s tasks range from checking out and reshelving books and audiovisual items, to scanning items onto Electronic Reserves so students can access their course readings online, to training new student employees in library work.

Kingsbury was rewarded for his commitment and passion for his jobs. In 2005, he was selected a recipient of the Student Employee of the Year Award, among the more than 3,000 student workers at UH Mānoa. He was employed as a student-in-charge in the print reserves unit of Sinclair Library at the time. His supervisor, Carla Brum, who nominated Kingsbury for the award, shares, “Kalekona had the maturity to understand what a job meant and the responsibility that came with it. He was eager and willing to grasp every aspect of his job. Sinclair Library was very lucky to have had him in our employ.”

“The practical experience I have gained from working in a university library has been invaluable,” Kingsbury said. He stressed three important points of holding a job at the college level. “First, there’s a sense of independence and responsibility that comes with earning and managing your own money. There is also the opportunity to establish connections with employers and professionals. Finally, it’s a great way to make friends.”

Kingsbury adds, “CDSE posts a variety of on-campus and off-campus positions. Even if someone isn’t looking for a job, stopping by CDSE is still worthwhile. It has quite a selection of employment-related resources on hand, and these can be useful in helping students to pick a major, select certain courses to take and otherwise begin planning for life after college.”
Growing up as a child, Radford High School graduate ('98) Janson Aono was always curious about how things worked, whether it was in life sciences, mechanics or a puzzle. Finally one day Aono asked his dad, “Who designs all the cars and planes?” When his dad replied, “An engineer,” Aono vowed to become one.

He stuck to his word and, in Fall 2002, Aono graduated from the mechanical engineering program in the College of Engineering at UH Mānoa. In college, he sought assistance from the Center for Career Development and Student Employment (CDSE) for part-time employment opportunities in the engineering field. He applied and was accepted for a Cooperative Education program with the Pearl Harbor Naval Shipyard where he was able to gain practical real world experience as a Co-op engineer.

“CDSE was really helpful as I went through the application process,” said Aono. “I met with a counselor who told me about the commitments and requirements of the job, and she informed me about other career-building opportunities like resume workshops and job interview preparations.”

On the job, Aono was exposed to working in an office/industrial area – an environment that was alien to him before coming on board. He shares, “You’ll be at your computer writing out a job in the morning and then down at the submarine watching the work taking place in the afternoon. It was very fast-paced and not one where you’re sitting in front of the computer crunching numbers day in and day out.” Aono was assigned a “mentor” engineer and shadowed him throughout the program. After learning the basics of the software applications in the shipyard, Aono began assisting with researching problems and helping troubleshoot.

Aono showed his commitment and stayed with the Co-op program for three years. Before graduating, he was thrilled at the news that he was offered a full-time position as an air conditioning and refrigeration/ventilation engineer. Aono is responsible for maintaining and repairing the systems that provide cooling and ventilation for habitability in a submarine. Last year, Aono was promoted to lead engineer in his area.

“It was an almost seamless transition to a full-time position,” said Aono. “My experience with the Co-op program was very helpful, as many of the barriers that I would have encountered as a new worker had already been broken. I knew all my co-workers, the daily routines, job requirements and my expectations. The only real differences were my title, working hours, and let’s not forget the pay.”

Aono says he is grateful for the services provided by CDSE and recommends it to other students who are looking for employment in their chosen fields. “Everyone should get a taste of these types of processes before going in for the real deal,” said Aono. “It gives you an idea of what it’s like in the real world and gets you a foot in the door.”
FACULTY PROFILE:

MAENETTE KAPE`AHIOKALANI PADEKEN AH NEE-BENHAM, ED.D.

Maenette Benham, UH Mānoa graduate and dean of the School of Hawaiian Knowledge, spends the day teaching her daughter about their Hawaiian heritage, culture and identity.

“So, why do you want to study native issues? You’ll never become a star if you focus on that topic.” Those were the words that a prominent educational scholar said to Maenette Kape`ahiokalani Padeken Ah Nee-Benham, EdD, when she moved to Michigan State University in 1992 and joined its faculty. But Benham felt a calling to promote, discover, transmit and preserve native/indigenous cultures and its peoples. Answering that call put her on a path to a leading role at the University of Hawai`i at Mānoa.

Benham is the inaugural dean of the Hawai`inui`akea School of Hawaiian Knowledge, which was created last year by the merger of the Hawaiian studies and language programs. It is the largest school of indigenous studies in the nation and a major step toward the promotion of the study of the Hawaiian language and culture, and the preservation of Hawai`i’s host culture.

As she looks forward to the next five years, Benham envisions a vibrant school where communities engage with Hawai`inui`akea in significant and sustained ways; where online master’s degrees in Hawaiian knowledge and doctorate degree programs are available; where a interactive database of Hawaiian knowledge is available to scholars, teachers, students and researchers. Most importantly, she envisions a future where the school creates research and teaching opportunities within the community.

Benham, an alumna of Kamehameha Schools, obtained her doctorate in educational administration at UH Mānoa. She is an author of numerous books and articles on the subjects of engaged educational leadership, the practice of social justice envisioned and enacted by educational leaders, and the effects of educational policy on native/indigenous people. She has also worked with a wide range of indigenous communities, including the American Indian Tribal Colleges and Universities, culture-based and immersion pre-K to 12 schools (Hawaiian, Alaskan Native, American Indian), the Wananga o Aotearoa (New Zealand), and the World Indigenous Nations Higher Education Consortium.