UNIVERSITY OF HAWAI‘I
MEMORANDUM OF UNDERSTANDING

Between the University of Hawai‘i-West O‘ahu and Leeward Community College
Cooperative Education

The University of Hawai‘i-West O‘ahu (UHWO) acknowledges that some students need career
development services that cannot be met at UHWO with current resources. Kay Ono at Leeward
Community College (LCC) has developed a practicum course that has been offered since January 2004.

The practicum focuses on students who are already employed or are seeking employment through the
Federal student programs—the Student Temporary Employment Program (STELP) or the Student Career
Experience Program (SCEP). Students will build on their workforce skills to meet short- and long-term
career goals. UHWO seeks to continue the collaborative relationship developed with LCC under the
guidance of Kay Ono. Of particular interest to UHWO are the opportunities for students to engage in
cooperative education programs related to their career objectives.

UHWO recognizes the processes and the network that Ms. Ono has developed to assist students who are
interested in continuing this career track at the baccalaureate level. In addition to providing the upper
division course work, Ms. Ono (or her designee) will also be involved with the following: advising
students; supervising and evaluating the students’ cooperative education experience; conducting
visitations to select appropriate work sites/employers; researching additional placements and career
opportunities for students with the federal government.

To meet these needs, UHWO and LCC have agreed to the following arrangements:

LCC will:
- Permit Ms. Ono (or her designee) to offer the career development practicum course for credit
  through UHWO to qualified UHWO students.

UHWO will:
- Continue to hire Ms. Ono (or her designee) as a lecturer for the 3 credit career development
  practicum class.
- Create a section and inform Ms. Ono (or her designee) of the course section. Credits will be
  variable (1-3 credits) depending on the student’s academic needs.

Both institutions will:
- Facilitate administrative recordkeeping and policy compliance with regard to internships.
- Identify and recruit students who may benefit from opportunities offered in the course.

This MOU will remain in effect until May 2013. It will be subject to review in Spring 2013, and may be
continued, revised or discontinued with the consent of both parties. If both parties consent to the
termination of this MOU, UHWO agrees to continue and provide appropriate academic support to
students who have been placed in student federal positions under the terms of this MOU.
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Approvals:

Gene I. Awakuni, Chancellor
University of Hawai‘i-West O‘ahu

Manuel J. Cabral, Chancellor
Leeward Community College

Date of Agreement: 08-30-11