

Program Syllabus
June 7 - August 2, 2021

Overview

Welcome to the Next Gen Leaders Program, and congratulations on your acceptance! This Syllabus outlines the program's events, deliverable deadlines, and participant expectations. If you have any questions, please feel free to contact anyone in the program leadership team.

Duration

June 7 - August 2, 2021 (8 weeks)

Objectives

We hope that this program will accomplish the following for each student:

1. Foster service leadership and inspire participants to serve beyond the program;
2. Increase participants' awareness of significant issues affecting our community; and
3. Expand professional networks.

A tenet of this program is action learning. The idea is we learn together through collective action. Not only are we making tangible change in the community, but we're developing teamwork and leadership skills along the way.

Professional Etiquette

All of our mentors and guest speakers are working professionals and are volunteering their time to provide you opportunities, help you grow, and connect with others in our community. They are certainly happy to help you, and we hope that you will respect their time and effort by:

- Maintaining the confidentiality of proprietary information, if requested;
- Demonstrating appropriate business etiquette: honesty, punctuality, respect, courtesy, cooperative attitude, and proper health and grooming habits;
- Doing your best to complete projects in a timely fashion, and if you are unable to do so, notify your capstone project team lead;

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- Attending all online meetings;
- Participating fully in discussions and meetings;
- Being a team player within your capstone project team; and
- Taking advantage of various learning opportunities, demonstrate a willingness to learn, and be open to feedback and ideas.

Program Homepage and Communication Tools

We have created a webpage for you and your colleagues, and we will be posting important information on this webpage throughout the program:

<https://www.odoscholarship.org/next-gen-program-page.html>

There, you will be able to access the calendar, see who's on your team, register for events, and access important documents.

Additionally, we will be using Slack to make announcements and collaborate with your teammates, fellow group members, and mentors. You should make sure that you check Slack regularly, or download the mobile or desktop applications to notify you of new postings.

Virtual Meeting Times

- **Mentoring Group Meetings:** Each participant must attend virtual meetings with their mentoring group one hour per week. Your mentors will use this time to support your leadership growth and career development.
- **Capstone Project Team Meetings:** As needed to complete the capstone project and its deliverables.
- **Weekly Office Hours and Topic Discussions:** You are strongly encouraged to participate in all weekly discussion topics.

Assignments

- **Journaling:** You are encouraged to keep a weekly journal of your learning and activities. You will not be sharing this journal with anyone else, but should be sure to log your experience as frequently as possible. Journaling is a great way to capture your growth and development.
- **Capstone Project:** Each week, you will be assigned a set of tasks for your capstone project Team to complete. You are expected to work collaboratively with your team. At the end of the program, you and your team will present your capstone project to a panel.

- **Reading Assignment:** You will be receiving a copy of Simon Sinek’s *Start with Why*. This will be referenced in the leadership development session and serve as groundwork theory for some of your mentoring discussions. Please keep up with this reading throughout the program and bring relevant content to your discussions.

Your Capstone Project Team

We have created three teams based on your stated interests:

Team 1	Team 2	Team 3
Topic: Homelessness	Topic: Environment	Topic: Racism
Jamie Pagan*	Teiana Gonsalves*	Cheyenne-Marie Cabang*
Grace Tanuvasa	Jonah Tiwanak	Josh Rio
Lydia Jun	Angelica Joven	Ivy Li
Hunter Park	Tori Evans	

* Team leader

You will work in these teams to gather information from stakeholders, analyze the root causes, and propose a solution to the topic, as it specifically relates to Hawaii.

There are two written deliverables -- summary of issue and execution plan. In Week 8, you will present your proposal to a panel of judges. The judges will award points to each team based on the scorecard below. The students on the team with the highest tally will each receive a \$500.00 scholarship, which will be applied to your continuing education.

This capstone project is student-driven. Team leaders will meet weekly with Kate Matayoshi to discuss your team’s progress and any issues that you may have.

With the capstone project, we hope you will:

- Understand how these issues serve as barriers to continued socioeconomic growth and prosperity;
- Recognize the complexity of the issue, which prevents a simple solution;
- Learn the value of true teamwork and relying on others to pull their weight;
- Learn the true value of service by working on a community issue;
- Be challenged to stretch beyond your own capabilities;
- Develop your personal leadership skills; and
- Provide feedback to others in order to improve team dynamics.

Capstone Deliverables and Scorecard

Together with your capstone project team, you are required to complete the following deliverables:

1. **Summary of Issue:** 3-5 page paper outlining the issue with a summary of which area of the problem the team will be generating recommended solutions to present at the end of the internship. Include the following: (a) background of the issue; (b) research approach; (c) summary of team member responsibilities; and (d) area of problem the team will focus on generating solutions (due on June 25, 2021)
2. **Execution Plan:** 2-5 page (double-spaced) execution plan for your recommended solutions, which describes your proposed solution in greater detail and the steps needed to execute it (e.g., funding, stakeholder agreements, political hurdles, and policy hurdles), supported by team's research (due on July 23, 2021)
3. **Live Presentation:** 20-25 minute presentation (10-minute presentation and 10-15 minutes of Q&A), which involves each member of your team, to a panel of judges (on July 28-31, 2021)

The panel of judges will evaluate your written execution plan and presentation based on the following criteria:

Criteria	Max Points
Project is well researched and the data informed the proposed solution	10
Project implementation plan is well structured and executable	10
Quality of project presentation delivery and content (e.g., coherent, engaging, well executed, complete team engagement, and organized)	5
Level of perceived impact the project will have in the community	5

Your Mentoring Group

In addition to your capstone project teams, you will be placed in a mentoring group of 3-4 students (see chart below). These mentoring groups were created to help support your leadership growth and career development and to complement your capstone experience. Each

group is overseen by two professionals from Hawaii’s business community who possess years of valuable experience and industry expertise.

Group A	Group B	Group C
Mentors: Jennifer Yamanuha and Sarah Guay	Mentors: Derek Kanehira and Philip Bacchus	Mentors: Lori Fukume and Alex Kuch
Lydia Jun	Jamie Pagan	Grace Tanuvasa
Teiana Gonsalves	Hunter Park	Jonah Tiwanak
Angelica Joven	Tori Evans	Ivy Li
Josh Rio	Cheyenne-Marie Cabang	

Your mentors will hold weekly, one-hour meetings with your group. Meeting dates and times will be based on your group’s availability. During these meetings, you will discuss leadership topics, career goals and experiences, and soft skill development. Your mentors may also invite guest speakers or other business professionals to speak to you.

In your mentoring group, we hope that you will:

- Be supported in pursuing your specific career goals;
- Engage in networking and build a community of support; and
- Receive guidance and feedback on your capstone project deliverables.

To make the most out of your mentoring experience, we encourage you to:

- Spend time learning about your mentors (and/or guest speakers) and tapping their expertise during meetings;
- Come prepared with questions to weekly meetings;
- Be open and honest with you mentor in regards to career goals and aspirations; and
- Identify particular areas of development you would like to grow in.

Discussions and Office Hours

There will be a series of guest speakers and development opportunities throughout the program. You are expected to participate in these discussions and office hours as they will be highly beneficial to you. Please let Jordan Odo know if you are unable to attend any of the sessions.

Recruiter Week

On the week of July 19-23, you will participate in mock interview sessions with various recruiters, HR professionals, and business leaders from Hawaii’s business community. These will

serve as great opportunities to network with business professionals, hone your interviewing skills, and engage in personal branding. Mock interview sessions will be held via Zoom and will be on an appointment basis throughout the week. You will be able to sign-up for a 45-60 minute session with a recruiter or HR professional. In the weeks leading up to Recruiter Week, we will offer resources including networking strategies, resume reviews, and career assessment/alignments.

Program Schedule

Date	Time	Type	Event
Mon., June 7	12:00-1:30 p.m.	Virtual meeting	Program kick off
Wed, June 9	12:00-1:30 p.m.	Virtual meeting	Leadership development session led by Jeff Berlin
Week of June 14	TBD (1 hour)	Virtual meeting	Capstone team-building sessions led by Jeff Berlin
Wed., June 16	12:00-1:00 p.m.	Virtual meeting	Discussion on climate change with Tiffany Huynh
Sat., June 19	11:59 p.m.	Deadline	Optional essay on climate change due
Wed., June 23	12:00-1:00 p.m.	Virtual meeting	Discussion on social justice with Jacquie Esser
Fri., June 25	11:59 p.m.	Deadline	3-5 page Capstone Topic Info Paper due
Sat., June 26	11:59 p.m.	Deadline	Optional essay on social justice due
Wed., June 30	12:00-1:00 p.m.	Virtual meeting	Discussion on homelessness with Scott Morishige
Sat., July 3	12:00 p.m.	Deadline	Optional essay on homelessness due
Wed., July 7	12:00-1:00 p.m.	Virtual meeting	Discussion on tourism with Senator Glenn Wakai
Sat., July 10	11:59 p.m.	Deadline	Optional essay on tourism due
Wed., July 14	12:00-1:00 p.m.	Virtual meeting	Office hours (TBD)
Fri., July 16	11:59 p.m.	Deadline	2-5 page Capstone Execution Plan due
July 19-23	By appointment	Mock interview	Recruiter week

Wed., July 21	12:00-1:00 p.m.	Virtual meeting	“Digital Globalization and the Future of Work after COVID-19” with Dr. Manfred Steger
July 26-27	By appointment	Dry run	Optional practice pitch
July 28-31	By appointment	Presentation	Teams make pitches to judges
Mon., August 2	12:00-1:30 p.m.	Virtual meeting	End-of-program celebration

Contact

If you have any questions, need assistance, or cannot meet certain expectations, please contact one of the following people:

- Jordan Odo, Program Administrator
- Jeff Berlin, Mentorship Director
- John Doyle, Capstone Director

The Virtual Summer Internship Program is sponsored by The Queen’s Health Systems, American Savings Bank, and LearningBridge.

Capstone Project Topic Assistance

Your capstone topics will focus on how each issue is an inhibitor to diversifying Hawaii's economy, as well as recommendations for how each issue can advance the diversification of Hawaii's economy.

The following are questions that will help guide your research and analysis. If you have any questions about the capstone project, please contact John Doyle or Kate Matayoshi.

Homelessness

Problem

- How does homelessness hold back / degrade economic growth?
- How does homelessness impact the tourism market?
- How does homelessness impact the community?
- What will happen if the current Federal & State policies stay in place? What is the trend line?
- Are there political sensitivities surrounding this issue, if so, what are they?

Solution

- How does addressing homelessness enable Hawaii to diversify its economy?
- What specifically needs to be done to allow this to take place?
- What potential barriers exist to implement your recommendations?
- How can this issue be turned into an economic strength through innovation of policies, technologies, products or services?
- What resources are needed to execute your solutions?
- How will your solutions contribute to the diversification of Hawaii's economy?
- How feasible is your solution? (conduct surveys, stakeholder interviews to gauge demand)
- To the best of your ability, calculate the intrinsic value of this issue.

Environmental Sustainability

Problem

- How does the lack of environmental sustainability hold back / degrade economic growth?
- How does the lack of environmental sustainability impact the tourism market?
- How does the lack of environmental sustainability impact the community?
- What will happen if the current Federal & State policies stay in place? What is the trend line?
- Are there political sensitivities surrounding this issue, if so, what are they?

Solution

- How does addressing environmental sustainability enable Hawaii to diversify its economy?
- What specifically needs to be done to allow this to take place?
- What potential barriers exist to implement your recommendations?
- How can this issue be turned into an economic strength through innovation of policies, technologies, products or services?
- What resources are needed to execute your solutions?
- How will your solutions contribute to the diversification of Hawaii's economy?
- How feasible is your solution? (conduct surveys, stakeholder interviews to gauge demand)
- To the best of your ability, calculate the intrinsic value of this issue.

Racism

Problem

- How does systemic racism hold back / degrade economic growth?
- How does systemic racism impact the tourism market?
- How does systemic racism impact the community?
- What will happen if the current Federal & State policies stay in place? What is the trend line?
- Are there political sensitivities surrounding this issue, if so, what are they?

Solution

- How does addressing systemic racism enable Hawaii to diversify its economy?
- What specifically needs to be done to allow this to take place?
- What potential barriers exist to implement your recommendations?
- How can this issue be turned into an economic strength through innovation of policies, technologies, products or services?
- How will your solutions contribute to the diversification of Hawaii's economy?
- What resources are needed to execute your solutions?
- How feasible is your solution? (conduct surveys, stakeholder interviews to gauge demand)
- To the best of your ability, calculate the intrinsic value of this issue.