

## 2006 Akamai Maui Internship Weekly Meeting Contract

As an Akamai Maui Intern, you will be required to attend weekly student meetings. Depending on what your schedule is, you will be meeting at the Research Park or at Maui Community College on the following days. By initialing in the right column, you are committing to attend this meeting as well as complete any assignments due before this meeting as indicated on this document.

**Video Conference IP Address: 128.114.22.14**

**Teleconference Phone Number: 888-387-8686** (room number is 4592416)

Date & Time of Meeting	Topic(s)	Assignment	Date/Time Assignment Due	Your Initials to Commit
June 16 9 - 11 AM	- Oral Presentation Preparation	- Five sentences about your work project.	June 14 - Email to Malika by 5 PM malika@ucolick.org	
June 23 9 - 11 AM	- Resume Writing - Talk about Abstracts	Your current resume, your jobs worked with dates etc.	June 21 - Email to Malika by 5 PM	
June 26 5 - 8 PM Location: TBD	- Mini Talks (Malika & Lisa in Maui) - Peer Evaluation of MiniTalks - Talk about Abstracts	- Mini talk presentation (5 min. Power Point describing intro to technical talk) - First draft of resume due	June 24 - Email resume to Malika by 5 PM June 26 - Bring Power Point with you to meeting	
July 7 9 - 11 AM	- Talk about Mini Talks at Worksite - What is a Research Poster?	- 1 <sup>st</sup> draft of abstract - Give your mini talk at your job site - Paragraph describing mini talk at site	July 5 - Email to Malika by 5 PM	
July 14 9 - 11 AM	- Personal Statement(s) - Go over Poster Outlines	- Second draft of abstract - Mini poster outline due	July 12 - Email to Malika by 5 PM	
July 21 9 - 11 AM	- How to Effectively Obtain a Letter of Recommendation	- First draft of personal statement - Final abstract	July 19 - Email to Malika by 5 PM <i>July 20 - Abstract due to SACNAS</i>	
July 26	- Last day of Work at Site	- Personal statements due - Resumes due	July 27 - Email to Malika by 5 PM	
July 28 9 - 5 PM At MCC	Work on Presentations and Posters – Malika in Maui	- Final presentations and final posters due	Malika will collect in person	

I will email all assignments to Malika at [malika@ucolick.org](mailto:malika@ucolick.org) before 5pm the Monday before each meeting. NO EXCEPTIONS.

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Signature

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Name (Please Print)

\_\_\_\_\_  
Date