

ASIA PACIFIC LEADERSHIP PROGRAM
Guidelines and Policies Manual
2008-2009



EAST-WEST CENTER
EDUCATION PROGRAM

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EWC Award Agreement

Please study your EWC "Participation Agreement" (also known as your "Award Agreement") and keep a copy readily accessible. All the terms of your EWC agreement are established in this document. Any changes to this agreement, however minor, are documented by successive "Award Change Notifications" (or ACNs).

Please respond in a timely fashion to requests to sign an ACN. These are usually left for your signature at the Education Program Desk (see APLP Program Assistant, Ms. Bev Honda). You will need to sign the white (original) and green (APLP file) copies. The yellow copy is for your records – please keep this copy.

Health Insurance

All APLP student fellows enrolled at the University of Hawaii at Manoa (UHM) are covered by HMSA's "Medical with Repatriation, Life & AD&D" insurance plan. Please refer to the policy's coverage for percentage of coverage and any co-pay amounts for medical services. HMSA's fall insurance policy begins on August 25, 2008 and ends on Dec. 31, 2008, and can be renewed for continuing full-time UHM students only in the spring semester. The period from August 11 – August 25, 2008, on arrival, is covered by another health insurance provider.

HMSA Health Insurance Website: <http://www.hmsa.com/portal/student/>

Ms. Cindy Iwasaki, 944-7322, Burns Hall 2112, oversees the participants' health insurance plan.

APLP Program Fee

All APLP fellows are required to pay a \$3,000 program fee as stipulated in your EWC Participation Agreement. Please submit cash, a check from a bank in the United States (**note:** please be sure your check has your full name on it, and that it is made payable to "The East-West Center"), or full credit card information where the charge may be billed. Please submit payment for the program fee to Ms. Bev Honda by **August 14, 2008**. Failure to pay the program fee by this date will result in immediate dismissal from the APLP.

Full credit card information means you should include a) your name, b) the type of credit card (Visa, Masters, Diner's Club), c) the card holder's name as it appears on the card, d) the number on the card, e) the expiration date on the card, and f) the card's billing address. If submitting credit card information, you may provide this in hard copy or by e-mail.

Registration and Enrollment Requirements at the University of Hawai`i at Manoa

This section only applies to participants enrolled at UH.

You will be registered automatically for all three of your APLP courses – the Leadership Seminar (MGT 650), Regional Core Issues Seminar (MGT 644), and Professional Development Seminar (BUS 699). Course titles on official UH transcripts may be different from APLP titles. These courses are offered through the UH Shidler College of Business (SCB). This arrangement is for administrative purposes only and is not a reflection of course content. **Please do not register for APLP fall semester classes on your own.**

SCB has submitted a letter to UH Campus Center requesting that a UH ID card be issued to you. We have also provided you with a letter confirming your registration in UH courses. It is important to take the confirmation letter to the UH ID Office to easily facilitate the process of obtaining your UH ID. The ID located in Campus Center Room 211 and is open Monday-Friday from 8:30 am to 4:30 pm.

MYUH Account

MYUH Account: Please create an online MYUH account. This will be useful for checking grades and transcripts in the future. Fellows taking classes at UH in spring 2008 will require a MYUH account to register for classes.

Registration Instructions:

1. UH-Manoa Registration Homepage: <http://www.hawaii.edu/myUH/manoa/>
2. Select UH username:



The image shows a 'Secure Access Login' form. It features a title 'Secure Access Login' with a small icon of a padlock. Below the title are two input fields: 'UH Username:' and 'UH Password:'. A 'Login' button is positioned below the password field. At the bottom of the form, there are three links: '* Get a UH username', '* Forgot my password', and '* Having problems logging in?'.

3. Complete the following fields and select “Check Status”

Your UH Username is your electronic key to gaining access to the university's online services.

Complete the following information to activate your UH Username. Your information will determine if you need a new UH Username created, or a password reset on an existing UH Username.

First Name:

Middle Name:

Last Name:

Identification Number †:
(UH Number or Social Security Number)

Re-enter Identification Number †:
(UH Number or Social Security Number)

Date of Birth:
(mm/dd/yyyy) / /

Health Clearance for Registration (TB Clearance & Vaccinations)

UH Manoa requires TB testing on campus for all students. The East-West Center requires TB clearance for all residents in EWC Housing who stay 30 days or longer. Therefore, all APLP fellows are required to take a TB test.

Testing can be done at the Student Health Center (SHC), located directly across from Hale Manoa residence hall. SHC hours are Monday-Friday, 8:30 am – 12:00 noon & 12:30 pm – 4:00 pm.

TB skin tests are administered on Mondays, Tuesdays, Wednesdays, and Fridays (not Thursdays). The test costs \$6.00. Please have this amount with you to cover the initial cost of the test. Students must return to the Student Health Center to have the skin test read two days after it is administered.

If you have a positive skin-test result, you are required to go to the State Health Center at Lanakila for a no-cost chest x-ray. Transportation to Lanakila can be arranged by Ms. Monique Wedderburn, APLP Senior Program Officer, or during EWC Orientation through the Orientation Coordinator.

The UH system also requires a MMR (measles/mumps/rubella) vaccination. The UH Health Center will check your certification of health forms or your immunization records. If you do not have these official documents, you may be required to receive these injections.

E-Mail/The Hub (Intranet)

Throughout the APLP, we **will be using the password-protected APLP intranet for all internal communications**. This system is known as “The Hub.” Your Hub email address has been provided and will appear on your APLP business card. Special training sessions have been arranged for you during Orientation. You are responsible for checking the Hub daily and are also responsible for all APLP assignments, announcements, and course requirements posted on the Hub.

Separately from The Hub, the EWC administrative email listserv is ewcstu-l@hawaii.edu. This listserv is used by EWC staff to send announcements. EWC student fellows in all education programs are included in the listserv.

Computer Rooms

The computer rooms (Burns Hall 2079 and 2086/87) are available 24 hours a day for your use to access the Internet, check e-mail etc. You may use your Burns Hall fob key (see below) for after-hours entry into the building. Please do not bring non-EWC participants into Burns Hall to use the computers. Also, please keep printing to a minimum and purchase a ream of paper (8½” x 11” size) from the UH bookstore for personal use for large print jobs.

Faxes

Program-related faxes may be sent from the APLP desk in Room 2110 (the open area in front of Room 2114). APLP staff will gladly send faxes for you if they are related to your APLP studies and approved by a faculty member or the Senior Program Officer. Personal faxes cost \$2.00 per page within the United States and \$3.00 per page internationally. You must pay by cash or by check made payable to “The East-West Center” when the fax is submitted. Please see Ms. Bev Honda for assistance.

Key Fob (after-hours key)

Burns Hall is officially open Monday–Friday from 7:45 am–5:00 pm, but access to the building is available 24 hours/day, 7 days/week with an after-hours fob key, a small black electronic device that may be attached to a key chain. To use the fob, simply place it over the black plastic square to the left of the stairwell entry door in the front of Burns Hall (stairwell entry is located to the right of the main entrance doors). When you hear the buzzer sound, you may open the door. All fellows receiving a key fob must return it to APLP staff at the end of their award. Failure to return the key fob, or its loss and replacement, will incur a charge of \$10.00. Key fobs are registered in each individual’s name. Please be vigilant about security. Do not lend your key fob to anyone or allow strangers into the building.

U.S. Mail

There are two student-fellow residence halls on the EWC campus: Hale Manoa, front desk: (808) 944-7960 and Hale Kuahine, front desk: (808) 944-7813.

Your orientation packet contains a personal MSC (mail service code). Please instruct people to send you mail at the following address, then add your MSC code:

Hale Manoa
1711 East-West Road, MSC #____
Honolulu, HI 96848-1711, USA

Hale Kuahine
1811 East-West Road, MSC #____
Honolulu, HI 96848-1811, USA

Photocopies

Participants are responsible for making their own photocopies. Personal copy cards can be purchased from the Cashiers Office on the 1st Floor in Burns Hall. Cards cost \$9.00 for up to 100 copies, and \$17.00 for 200 copies. Photocopies may be made at any EWC copy machine. EWC staff copying has priority over student-fellow jobs when using the Burns Hall copy machines.

EWC and UH Libraries

Research Information Services (RIS), the library for the East-West Center, features a current and interdisciplinary coverage of selected social, cultural, political, and economic development issues in Asia and the Pacific region. RIS supplements its specialized core of academic and statistical books with holdings of unpublished papers, not widely available, acquired from researchers, institutions, and governments in the Asia Pacific region. In addition to managing its collection, RIS provides information services to staff, participants and on a more limited basis, to members of the public. Services include mediated database and internet searching, training in the use of databases and the internet, interlibrary loan, and document delivery. Please see anyone on the EWC Research Information Services (RIS) staff (4th floor, Burns Hall) for help using your EWC ID card to borrow books or use electronic resources at UHM libraries.

Please try to validate your EWC ID card before the Orientation session on library resources. You may validate the card later, of course, but the session will be more useful to you if you have completed the validation in advance.

To borrow books or use electronic journals and databases through the University of Hawai'i at Manoa Libraries, you will first need to activate your EWC ID card at the circulation desk of either Hamilton or Sinclair Libraries on campus. After the circulation staff activates your card, you will be able to access electronic resources using the barcode number on the back of your card. This includes free use of DVDs and CDs at Wong Audio-Visual Center on the 3rd floor of Sinclair Library.

Please plan to have all library work completed the day before your EWC award ends. Your record will expire in the UHM Library system at midnight the day before the expiration date on your card. For example, if your expiration date is December 21, 2008, your record will expire at midnight on December 20, and you will not be able to borrow books or access electronic resources after that time.

State of Hawai`i Identification Cards

All student-fellows are encouraged to obtain a State of Hawai`i Identification (ID) card while at the Center. The sooner you do this the better. The State ID card will entitle you to resident discounts (“kama`aina” rates) at many shops and events in Hawai`i. Also, in the event that fellows’ passports must be sent away to obtain foreign visas, the State ID card is recognized by federal and state authorities as valid identification for travel throughout the United States.

To obtain or renew an ID card, you must go in person, with the proper documents (current U.S. driver’s licence, or foreign passport and visa documents) and fee. The fee is \$15.00 in cash. All changes in status or name due to marriage, divorce, annulment, adoption, or citizenship must be supported by legal, certified documents. Copied, altered, or illegible documents are not acceptable. The expiration date will be 6 years from the cardholder’s birthday. Cards for non-United States citizens expire on their visa end date.

The State ID office is open from 8a.m. to 2p.m., Monday through Friday, except State Holidays. It is located at 465 South King Street at the corner of Punchbowl Street in Room 102. If there are any questions please contact the State ID office at 587-3112. For further information, go to: http://hawaii.gov/ag/hcjdc/main/hawaii_id_cards

Taxes

ALL APLP fellows: the fellowship benefits of the APLP may be taxable by the U.S. Internal Revenue Service (IRS), our federal government taxing authority; and by the State of Hawai`i Department of Taxation. In other words, funds provided for field study (including China in November 2008) are treated as income to you, the fellowship recipient. The same holds true for other supplemental scholarship benefits you may be receiving in addition to your APLP fellowship, e.g., housing, living expenses, and other benefits.

US citizens and U.S. resident aliens: you are expected to file and report your taxable income on your own at the end of the applicable calendar year. No income tax withholdings are made for you by the East-West Center.

Citizens and nonresident aliens from all countries other than the United States: you must apply for an Individual Taxpayer Identification Number (**ITIN**) number, or you may use your U.S. Social Security Number (**SSN**) if you have lived in the United States previously and had a SSN assigned to you.

Application for an ITIN is made by completing the Form W-7, “Application for IRS Individual Taxpayer Identification Number.” The EWC Visa Officer, Ms. Valerie Wong, will help you complete the form.

Citizens of all countries other than the United States: you will also have to complete and file Form W8-BEN, “Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding.” This form certifies for EWC purposes that you are a non-resident alien for income tax purposes and if applicable may be used to claim tax-treaty benefits to avoid federal taxation of your fellowship benefits.

APLP citizens of the following countries: there is a current tax treaty benefit in place for your scholarship provisions (this is not a comprehensive list – just a list of relevant countries for 2008-09 APLP fellows):

Bangladesh	Korea
China	Pakistan
France	Philippines
Indonesia	Thailand

Citizens of the countries listed above: you will have to make a determination if you qualify and if you wish to benefit from the tax treaty. This means you will have to fill in Part 2 of the W8-BEN form. If you do not qualify or choose not to benefit from the tax treaty, then EWC will withhold taxes at a rate of 14% from your benefits.

Citizens of countries not listed above (other than the United States): there is no tax treaty currently in place for your fellowship provisions. You will be taxed, and federal income withholdings will be made where necessary. The East-West Center does not withhold income taxes for any State of Hawai'i income taxes that may be due as a result of your fellowship grant. You will need to file your State of Hawai'i tax return and pay the related taxes at the end of each calendar year.

Student Loan Emergency Fund

A fund has been provided to the East-West Center Education Program for student-fellows who may have a short-term financial emergency. Students may borrow a maximum of \$200 from this fund. Please see Ms. Cindy Iwasaki in the Education Program for application forms and speak with Associate Dean, Ms. Mendl Djunaidy, about the loan to review the terms and to establish a repayment schedule.

EWC Housing

All student-fellows in EWC residence halls are expected to abide by the EWC Housing Code of Conduct for residents. A copy of this Code of Conduct will be issued to you upon check-in. Please read this and keep for your records. Rent is due every month by the 5th of the month, otherwise late charges may be incurred. You may pay earlier, of course.

Any EWC accommodation changes (departures, arrivals, leaves of absence) must first be communicated in writing to Ms. Bev Honda, with a copy to Ms. Monique Wedderburn. Bev Honda is APLP's liaison to EWC Housing. Please coordinate all housing arrangements with Ms. Honda, not directly to EWC Housing staff. All changes are subject to availability in EWC housing facilities.

EWC Student Fellows Code of Conduct

Education Program Overview

The East-West Center (EWC) is at the forefront of educating people of the Asia Pacific region to meet the evolving demands of global change. Since its founding in 1960, the Center has promoted the development of a stable, prosperous, and peaceful Asia Pacific community through programs of cooperative study, training, and research.

The thread of cooperative study runs through all Education programs, whether conducted on campus or off, in the classroom or in the field, for student fellows or for professionals. This concept views learning as a collaborative process to which each person contributes knowledge, experience, and perspective to benefit all student fellows. It recognizes the importance of establishing a basis for the comfortable exchange of ideas by building an environment of openness and trust, of shared community.

The EWC is unique among international institutions in its focus on community building at the campus level as a stepping-stone to community building at the regional level. While at the Center, student fellows learn, work and live together, and together extend helping hands to the local community. The East-West Center experience is one of grassroots relationship building, cultural exchange, shared experiences, and communal preparation for future leadership roles throughout the region.

To preserve this vital East-West Center experience, the following Code of Conduct is expected of all student fellows.

Code of Conduct

The East-West Center Education Program has a special set of interests and purposes essential to its effective functioning. These include (a) facilitating the opportunity for student fellows to attain their educational objectives, (b) establishing and maintaining a respectful intellectual and educational atmosphere throughout the Center and in all of its activities, and (c) protecting the health, safety, welfare, property, and human rights of all participants in the East-West Center community.

Student fellows are expected to demonstrate maturity, good judgment, understanding, courtesy and respect for others at all times. Student fellows must not prevent others from enjoying a positive working and learning environment.

Grounds for Disciplinary Actions

Disregard of award conditions, Center policies, or residence hall conduct code may result in disciplinary action. The Center is solely responsible for making the determination under this policy to what is a violation. Grounds for disciplinary action include but are not necessarily limited to such matters as:

- Failure to comply with specific provisions and general policies as embodied in the student fellow's award agreement.
- Behavior which is determined by the Center to be detrimental to the physical, emotional, and/or educational welfare of fellow participants, staff and/or lecturers, or which exhibits a pattern of insensitivity to the rights, privacy, and cultural background of other participants and/or staff.
- Providing false or misleading information to Center official or in Center records.
- Failure to participate or cooperate in any Center investigation involving the student fellow.
- Plagiarism and/or cheating.
- Theft of property or willful destruction, damage, defacing of property belonging to the EWC, participants, or staff.
- Sexual harassment, which is defined as unwelcome severe and pervasive sexual advances, requests for sexual favors, and other improper verbal or physical conduct of a sexual nature, or harassment based on race, national origin, religion or any other impermissible basis.
- Violations of the published resident hall conduct code.
- Criminal activity and/or felony and/or misdemeanor convictions for violation of laws of the United States or other countries or other serious violations/infractions while on award.
- Possession of weapons including but not limited to firearms.
- Any other actions which cast the individual or the Center in a bad light, or are inconsistent with the student fellow's responsibilities and/or the best interests of the Center

Disciplinary Action

If a student fellow's behavior causes disruption to events at the East-West Center or at Center-sponsored field studies or internships, or infringes on other participants' or staff ability to participate in a positive working and learning environment, it is hoped that the area of concern can be addressed and resolved through dialogue. If the concern is not resolved, the following disciplinary actions may be imposed depending on the seriousness of the infraction.

1. Verbal warning in a meeting with his/her scholarship program coordinator.
2. Formal written warning from the scholarship program coordinator, with a copy to the Dean of the Education Programs.
3. Formal written notice outlining award restriction(s), probation, suspension or termination, from the Dean of the Education Programs.

There is no progressive discipline or prior warning required. For example, in what the Center deems to be serious infractions, it may choose to terminate immediately.

Appeals Process

A student fellow may appeal the disciplinary action to the Director of the Education Programs within five working days. The Director or designee normally will respond promptly. The Director's decision is final.

APLP Field Study Code of Conduct

Participation in an APLP Field Study is a privilege, not an entitlement. As stated in your EWC Award Agreement, participation in the international Field Study is not automatic and is subject to review including, but not limited to, academic performance, participation requirements, and acceptable conduct.

A Field Study is an opportunity for participants to meet local leaders, gain local insights into global issues, and to spend time together to further develop mutual understanding outside of the context of Honolulu. A Field Study is an opportunity extended as a 'collective activity' and as such it is useful to set some norms and expectations for individual department.

In addition to the EWC Student Code of Conduct, by joining APLP Field Studies, participants also agree to the following:

1. APLP fellows understand that decisions related to the APLP as a group and to the educational purposes of a Field Study, as well as to the wider mission of the East-West Center, take precedence over an individual's personal or professional interests.
2. Attendance and active participation in all scheduled events are central to a Field Study experience. An excused absence from any event is exceptional and must be approved well in advance by both the Program Director and Senior Program Officer.
3. We are guests in each location we visit, often through personal arrangements made by East-West Center faculty, APLP alumni, colleagues and friends. Sensitivity to, and a respect for, local cultural practices and customs are understood to be paramount.
4. Personal behavior or actions that severely compromise the spirit of the above points may be grounds for dismissal from the Field Study. Dismissal from the Field Study means immediate return to Honolulu.
5. If participants leave the Field Study for any reason, unexpended monies advanced to participants must be returned to the East West Center.
6. If participants' behavior warrants further disciplinary action, the EWC Student Code of Conduct will be applied.

Classroom Policies

We are fortunate to have classroom space in the Imin International Conference Center at Jefferson Hall (Asia and Koi Rooms) and in John A. Burns Hall (2063/64 and 2121/2125 on the 2nd floor), both located on the East-West Center campus.

It is expected that student fellows respect both the physical conditions of the classroom (i.e., tidiness and layout), as well as the sanctity of the learning space. As a baseline, key classroom rules are:

- Timely arrivals (i.e., do not disturb other learners)
- No eating in the classrooms
- Cell phones must be switched off during class sessions
- Classes end on time

Spring Semester

There are five options in the spring semester. The final deadline to decide your spring option will be October 1, 2008 for GIST and October 27, 2008 for Internships, Applied Leadership Projects and UH Classes.

1. GIST – Group Independent Study Travel

The Group Independent Study Travel (G.I.S.T.) component of the APLP involves APLP ‘Delegates’ carrying out specific travel, research and small scale community support activities in Southeast Asia. GIST is a way for APLP participants to activate their learning from the first semester, meet members of the EWC community in-country, carry-out personal research and professional development activities, work on small scale community projects and share experiences with fellow ‘GISTers’ while on the road.

Acceptance into GIST is by application and numbers are limited.

GIST occurs in the spring semester, from mid-January to late March. It involves preparations over the fall semester, a series of group pre-departure briefings at the EWC in January, collective meetings in Bangkok and two other Southeast Asian Cities to be determined, work on a school in the Mekong Delta, individual ‘focus’ activities and short-term team and individual travel.

Focus locations for GIST 2009 from which participants will select include: Honghe (Yunan, China), Tonle Sap (Cambodia), Luong Phrabang/Vieng Xai, Vientiane (Laos), Bangkok, Khon Kaen (Thailand), Hoi An/Da Nang, Ho Chi Minh City, Sapa (Vietnam) and Hong Kong.

The estimated total cost for this activity is US \$7,000. This amount should cover all basic costs and fees. Subject to funding, those accepted to take part into GIST will receive a US \$5,000 award to help defray fees and regional costs and therefore the final cost to participants will be approximately US \$2,000 for the 9 weeks.

Staff Contact: Scott Macleod [MacleodS@apl.eastwestcenter.org]

2. Internship

APLP Internships are an integral part of Professional Development activities. The purpose of internships is to provide critical training and experience in an area of professional interest and to allow participants to apply knowledge gained during the first

five months of the program in an actual organizational setting in the Asia Pacific region or the United States.

The APLP has preliminary agreements with approximately 20 organizations to host *qualifying* APLP fellows. If these internships are outside your field of interest, you may choose to secure an internship position independently for the spring semester. Information is available to help you search and Ms. Christina Monroe, the APLP internship coordinator, will assist you. If you choose the internships option, we recommend you start this process now as securing a position can be a lengthy process.

Fellows on internships must pay for health insurance (required), flights/transportation to the internship, visa costs, and accommodation and living expenses. Most internships are unpaid or offer only minor compensation.

See the APLP Internships folder on the Hub  Career Resources for internship descriptions and resources/funding for finding your own internship.

Staff Contact: Christina Monroe [MonroeC@apl.eastwestcenter.org]

3. Applied Leadership Project

Applied Leadership Projects are self-organized, team-based projects that test the leadership skills of APLP participants. The purpose is not only to positively impact a community through a carefully designed project, but to apply lessons learned in the fall semester and, with staff supervision, to reflect on personal leadership performance, success and failure alike, throughout the leadership process.

Past examples include the Hokule'a Education Project, coordinating educational outreach for the Polynesian Voyaging Society during its 2007 voyage to Micronesia and Japan; the Habitat for Humanity Project, raising funds and building houses in Sri Lanka in 2005 after the Asian tsunami; and the Peace and Conflict Resolution Working Group, founded in 2003, which organized a televised Town Hall forum on the war in Iraq. All Applied Leadership Projects are subject to approval. Further details on these projects can be found on the APLP website at: <http://www.eastwestcenter.org/education/aplp/aplp-experience/second-semester/spring-project/>

Applied Leadership Projects are self-funded and teams are self-selected. If based in Honolulu, costs will also include accommodation, living expenses, and health insurance (required).

Staff Contact: Nick Barker [NBarker@apl.eastwestcenter.org]

4. University of Hawai'i Coursework

Fellows choosing this option in the spring take graduate courses from across the University of Hawai'i spectrum including Asian and Pacific Island Studies, language training, leadership education etc. The University has one of the strongest schools of Asia Pacific studies and language courses in the United States: School of Pacific and Asian Studies (SPAS): <http://www.hawaii.edu/shaps/>

Fellows pay tuition fees directly to the EWC to ensure they receive in-state tuition at UH (which is cheaper). A minimum of 8 credits is required which costs approximately \$3,000, depending on which courses are selected. Additional costs include accommodation, living expenses, and health insurance (required) in Honolulu. See the APLP website for details.

Staff Contact: Monique Wedderburn [WedderburnM@aplp.eastwestcenter.org]

5. Return to Employment/Home Country

Fellows may also return to employment/home countries in the spring semester, while remaining actively involved in the APLP via our intranet, The Hub. A reunion finale will be held in Hawaii during graduation in early May 2009. For those seeking new employment, the APLP has a Career Resources folder on The Hub, providing links to jobs, fellowships, and other professional resources.

Contact Information (telephone/address/e-mail)

Please ensure that the EWC and the APLP Sr. Program Officer, Monique Wedderburn, should have updated and full contact information for you at all times.

Please respond to all communication from the APLP Sr. Program Officer in a timely manner.

Monique Wedderburn
Office: Burns Hall, #2105
(808) 944-7744 (Office)
(808) 230-9569 (Cell – for emergencies only)
APLP Email: WedderburnM@aplp.eastwestcenter.org
EWC Email: WedderbM@eastwestcenter.org

Bev Honda
(808) 944-7732 (Office)
(808) 721-5728 (Cell – for emergencies only)
APLP Email: HondaB@aplp.eastwestcenter.org
EWC Email: HondaB@eastwestcenter.org