



## **About the Herrera Internship**

The Herrera Internship was created by Dr. Denise Herrera to honor her parents and grandparents of Albuquerque, NM, who did not have the opportunity to pursue higher education. As a Native New Mexican, Denise has dedicated much of her academic and professional career to the advancement of underrepresented groups in higher education.

The Herrera Internship provides internships to Hispanic, female students who are high school seniors or currently enrolled (at least half time) in an accredited New Mexico college or university. For the 2018-2019 academic year, one internship will be awarded for a total stipend of \$1,300.

### **ELIGIBILITY CRITERIA**

The ideal applicant should:

- Be a New Mexico resident. For purposes of this internship, we define residency as having lived in New Mexico for at least one year (at the time of application), regardless of immigration status.
- Self-identify as female and Hispanic, Latina, Chicana, or Mexican-American.
- Be a high school senior or undergraduate student in good standing. Applicants must be currently enrolled in a New Mexico high school (as a senior) or enrolled in an accredited college or university in New Mexico.
- Reflect the core beliefs and values of the internship – which values academic goals and achievement, civic and community engagement, and leadership and commitment to better one's community.
- Be civically engaged in her community or respective campus.
- Demonstrate resilience, grit and perseverance, with the ability to benefit from this opportunity.

Preference may be given to first generation college students.

### **KEY DATES**

- June 29, 2019 – Application due date
- July 2-16, 2019 – Review period
- July 18, 2019 – Applicants notified of decisions
- September 2019 – Internship begins

### **SELECTION OF INTERNSHIP RECIPIENT**

Only applicants who submit all required application materials will be considered. Please refer to the "Application Checklist" and due date prior to submitting your application. An Internship Review Committee will then select the most qualified and deserving student in accordance with the internship criteria and guidelines. Semi-finalists may be invited to participate in a telephone interview. The finalist also may be required to submit additional information, such as a photo or documentation to verify school enrollment, once selected.

## **INTERNSHIP & STIPEND INFORMATION**

The selected intern must complete a set number of hours working with the National Hispanic Cultural Center in its Administration, Visual Arts, Performing Arts, History and Literary Arts, or Foundation. The number of total hours for the intern will be the stipend award divided by 14. Allocation of these hours throughout the academic year will be decided on a case-by-case basis with the selected intern. The maximum internship available from the Herrera Internship for Fiscal Year 2019 is for 93 hours and a total stipend of \$1,300, with stipend being disbursed in installments.

## **ONLINE APPLICATION**

The application for this internship is available here: <https://nhccnm.wufoo.com/forms/herrera-endowment-intership-application-fy2019/>

Applicants must complete the official, online application form at the link above in order to be considered for this opportunity.

## **LETTERS OF RECOMMENDATION**

Each applicant must submit 1 signed letter of recommendation from an individual who knows of the applicant's academic, work, volunteer or civic engagement activities. The letter may be from a high school guidance counselor, teacher, or coach; university faculty advisor or professor; a supervisor or employer; a faith-based leader, or others familiar with the applicant's personal and academic potential. The letter must be signed by the recommender and should include their email address and phone number.

## **USE THIS CHECKLIST TO MAKE SURE YOUR APPLICATION IS COMPLETE**

The following must be submitted to constitute a complete application:

- The completed and signed (online) application (only online applications will be accepted).
- Applicant resume, bio sketch, or curriculum vita
- Personal statement
- Short Essays
  1. Describe your civic engagement or volunteer experience with your community and/or academic institution.
  2. Describe how your knowledge and future success will benefit from this opportunity
- Statement of Financial Need
- Statement of Area(s) of Interest
- Signed letter of support from an academic advisor, coach, high school counselor, employer, or someone who can attest to the applicant's personal attributes and academic pursuits
- Copies of unofficial or official transcripts (proof of enrollment in educational institution) may be requested of finalists

**APPLICATIONS MUST BE SUBMITTED BY 5 pm on JUNE 29, 2018**