



## Herrera Internship Endowment

The Herrera Internship Endowment was created by Dr. Denise Herrera to honor her parents (Yolanda and Fred Herrera) and grandparents (Reyna and Mariano Herrera), who did not have the opportunity to pursue higher education. As a native New Mexican, Dr. Herrera has dedicated much of her academic and professional career to the advancement of underrepresented groups in higher education. As a participant in several diversity programs herself, Dr. Herrera has mentored students from elementary through postdoctoral levels. This internship is intended to honor that tradition of “lifting others while we climb” and paying it forward.

**Purpose:** The Herrera Internship provides scholarships to Hispanic female students who complete an internship with the National Hispanic Cultural Center (NHCC).

**Eligibility:** 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, who is enrolled at least half-time in a high school or accredited college or university in New Mexico.
- Preference may be given to first generation college students.

**Award:** Interns will enter into a Letter of Agreement with the NHCC to commit to a set number of internship hours with the NHCC (in one or several of its programs: Administration, Visual Arts, Performing Arts, History and Literary Arts, or NHCC Foundation). The maximum internship award available for the 2019-2020 academic year is a total of \$1,800. The award will be disbursed directly to the intern in installments.

### How to Apply

Applications can be submitted through the online form; by scanning and emailing the form on page 2 along with required materials; or by mailing or dropping off completed applications at the National Hispanic Cultural Center. Applications must include all required materials in order to be considered for the internship. Please refer to the “Required Application Checklist” for the full list of required materials and due date.

The online application for this internship is available here: <https://nhccnm.wufoo.com/forms/herrera-endowment-intership-application-fy2020/>.

Scanned applications and materials can be emailed to: [NicoleR.Larranaga@state.nm.us](mailto:NicoleR.Larranaga@state.nm.us).

Applications and materials can also be dropped off at the NHCC administration offices or mailed to:

National Hispanic Cultural Center  
Attn: Nicole Larrañaga  
1701 4<sup>th</sup> St SW  
Albuquerque, NM 87102

**Applicant Information Form**

Student First/Last Name: \_\_\_\_\_ Date: \_\_\_\_\_

School Enrolled: \_\_\_\_\_ Current Level: \_\_\_\_\_

Parent/Guardian Name (if under 18): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number (home or cell): \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Please prepare and submit the following essays and statements with your application:**

- **Personal Statement:** Describe your core beliefs and values and how these align with those of this internship. Specifically, how do you value academic achievement, civic and community engagement, leadership, and commitment to better your community? (500 words or less)
- **Short Essay #1:** Describe how your knowledge and future success will benefit from this opportunity. (500 words or less)
- **Financial Need Statement:** Describe your financial need and how you will benefit financially from this opportunity. (200 words or less)
- **Area(s) of Interest Statement:** Describe the areas within the NHCC that you are interested in focusing on, if selected. Among the available options are internships with the Visual Arts Program/Art Museum, History and Literary Arts/Library/Archive Program, and Performing Arts Program, as well as the areas of administration (finance, marketing, graphic design), fundraising, and education. (200 words or less)

**Statement of Accuracy:**

I hereby affirm that all the above stated and attached information provided by me is true and correct to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*REQUIRED APPLICATION CHECKLIST		
	<b>Internship Application</b>	Completed online or hard copy application (includes personal statement, short essay #1, and statements of need and area(s) of interest)
	<b>Resume</b>	Resume, bio sketch, or curriculum vitae (up to 3 pages)
	<b>1 Signed Letter of Support</b>	From academic/professional/personal/athletic coach/guidance counselor, school advisor or faith-based leader
	<b>Proof of Enrollment in Educational Institution</b>	Copies of unofficial or official transcripts

Please send your completed application and related documents to [NicoleR.Larranaga@state.nm.us](mailto:NicoleR.Larranaga@state.nm.us). Questions regarding application can be directed to the NHCC at 505-246-2261.

**Applications must be submitted by June 28. Applicants will be informed of decision by July 31. Internship period to begin mid-September 2019.**