



## HCAP Student Leadership Internship Program

### Are you interested in.....

- *Gaining practical experience at an Asian American community-based organization?*
- *Exploring work in: advocacy, cultural arts, mental health, immigrant rights, gender equity, and youth development?*
- *Building your leadership skills, furthering your professional development, and gaining exposure to a range of career pathways?*

### Check out the HCAP Student Leadership Internship Program! It is:

- **A semester-long course (ASIAN 29000)**, taken for 3 credits (1 semester) or 6 credits (2 semesters)
- **A 10-15 hour/week internship.** Students are matched with an Asian/Asian American-serving organization in New York City
- **An opportunity to participate in a series of events** throughout the semester, focused on skills building, professional development and different career pathways
- **An opportunity to receive individual coaching, support and guidance** as you build your experiences, prepare for job applications and explore future career choices

### I'm interested! What do I need to do?

- **Email Caitlin Ho, HCAP Program Director at [ch1322@hunter.cuny.edu](mailto:ch1322@hunter.cuny.edu)** to set up an appointment and learn more about the application process for the Fall 2019 internship.

## HCAP Student Leadership Internship Timeline (Fall or Spring)

<p><b>The semester before:</b></p>	<ul style="list-style-type: none"> <li>● <b>Contact Caitlin Ho, HCAP Program Director at: <a href="mailto:ch1322@hunter.cuny.edu">ch1322@hunter.cuny.edu</a></b></li> <li>● Meet with HCAP Director to discuss interests and goals for your internship experience</li> <li>● <b>Fill out HCAP internship application</b> (1 page form)</li> </ul>
<p><b>Summer or January break:*</b></p>	<ul style="list-style-type: none"> <li>● Finalize and submit resume and cover letter</li> <li>● Prep interview with HCAP Director</li> <li>● Interview with potential site supervisor</li> <li>● Confirm final match for internship placement</li> <li>● Register for ASIAN 29000 (3 credits)</li> </ul>
<p><b>Start of semester:</b></p>	<ul style="list-style-type: none"> <li>● Start internship no later than two weeks into the semester</li> </ul>
<p><b>During the semester:</b></p>	<ul style="list-style-type: none"> <li>● Work 10-15 hours/week at internship placement</li> <li>● Meet bi-weekly with HCAP Director</li> <li>● Complete short assignments that lead up to a final digital story project</li> <li>● Participate in at least 1 HCAP event (see <a href="http://huntercap.org">huntercap.org</a>)</li> </ul>
<p><b>End of semester:</b></p>	<ul style="list-style-type: none"> <li>● Complete internship in mid-Dec (Fall) or mid-May (Spring)</li> <li>● Submit final digital story project</li> <li>● Supervisor completes intern evaluation + shares highlights with intern</li> </ul>