



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 10-15 hour/week internship.** Students are matched with an Asian/Asian American-serving organization in New York City
- **An opportunity to receive individual coaching, support and guidance** as you build your experiences, reflect on your learnings, prepare for job applications and explore future career choices
- **An opportunity to participate in a series of events** throughout the semester, focused on skills building, professional development and different career pathways

Requirements:

- Completed ENGL 120 and at least one Asian American Studies course
- Completed at least 60 credits by the time of the internship semester
- Have availability to work at least two days per week at the internship site placement

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

Email Caitlin Ho, HCAP Program Director at ch1322@hunter.cuny.edu to set up an appointment and learn more about the application process for the Spring 2020 internship. *Due to the current COVID-19 outbreak, Spring 2021 internships may be limited and/or remote placements only. We will have further information on placement possibilities over the next few months. Thanks for your patience!*

HCAP Student Leadership Internship Timeline (Fall or Spring)

The semester before:	<ul style="list-style-type: none">● Contact Caitlin Ho, HCAP Program Director at: ch1322@hunter.cuny.edu● Meet with HCAP Director to discuss interests and goals for your internship experience● Fill out HCAP internship application (1 page form)
Summer or January break:*	<ul style="list-style-type: none">● Finalize and submit resume and cover letter● Prep interview with HCAP Director● Interview with potential site supervisor● Confirm final match for internship placement
Start of semester:	<ul style="list-style-type: none">● Start internship no later than two weeks into the semester
During the semester:	<ul style="list-style-type: none">● Work 10-15 hours/week at internship placement● Meet regularly with HCAP Director to reflect on learnings and complete short reflection assignments
End of semester:	<ul style="list-style-type: none">● Complete internship in mid-Dec (Fall) or mid-May (Spring)● Supervisor completes intern evaluation + shares highlights with intern● Complete HCAP internship reflection piece