



**H A C U**

H I S P A N I C  
A S S O C I A T I O N  
O F C O L L E G E S &  
U N I V E R S I T I E S

## **HNIP for Academic Credit**

Interns may be eligible to receive academic credit at their home college or university for participating in the HACU National Internship Program (HNIP). It is not mandatory to receive academic credit to participate in the program; however, HACU encourages participants to research this possibility.

Combining the HACU internship experience within an academic framework has several benefits. Students do not lose a semester of academic credit, allowing them to stay on track for graduation. An academic structure also provides an opportunity to reflect on what is being learned in the internship and how it relates to the student's field of study.

HNIP is a learning experience that takes place outside the classroom. What students learn in the internship complements classroom education. Students return to campus with a new perspective, more confidence and a sense of responsibility. The interns enhance classroom discussions by sharing insights from their real-world work experiences.

Through the internship program, HACU works with academic institutions to meet the higher education needs of students across the country. The internship cultivates intellectual and personal development in a way that is invaluable for preparing students to be successful beyond college. This is particularly critical for Hispanic students.

### **Guidelines for Obtaining Academic Credit**

Each institution has its own policies and procedures for students to follow in order to receive academic credit for an internship. Since HACU does not award academic credit, the student is responsible for getting the proper approvals and documentation from the home institution to receive credit. However, HACU can facilitate the process.

Many institutions have a policy for granting academic credit. However, if the home institution does not have such a process, it could choose one of the following:

- a.) Use the existing enrichment activities as academic components (*described below*) to evaluate the internship experience and award academic credit;
- b.) Modify these academic components;
- c.) Create new requirements to suit the needs of the student and the institution.

### **Academic Components**

#### *Learning Agreement*

The student works with a faculty advisor, the academic dean of his/her department, or a career center representative to identify goals and objectives for the internship.

### *Bi-Weekly Reports*

HACU requires all semester interns to submit bi-weekly reports on the internship. The home institution/advisor may choose to have the student submit copies of these reports as part of the academic requirements. If preferred, the home institution also may modify the bi-weekly reports to better suit the student's academic needs. For example, it may require the student to report on specific issues rather than reporting generally on the internship.

### *Professional Development Opportunities*

HACU arranges forums with senior executives and individuals from the public, private, and nonprofit sectors. Forum topics may include applying for graduate school, turning an internship into full-time employment, current political issues affecting Latinos. HACU also organizes cultural tours to places such as the White House, the Pentagon, the FBI, the U.S. Capitol, the Library of Congress, or the Bureau of Engraving and Printing. The Faculty Advisor may ask the student to write summaries of these activities as part of the academic requirements.

### *Mid-Term Evaluations*

HACU requires that all interns submit a self-assessment at the mid-point of the term. This evaluation asks the student to reflect on what they have learned in the internship thus far, how they are progressing toward their goals and objectives, and whether they need to re-assess their goals. HACU also requires the Intern Supervisor to complete a mid-term evaluation on the intern's performance.

### *Final Evaluation*

HACU requires all interns to complete a final self-assessment. HACU also requires the Intern Supervisor to complete a final performance evaluation of the intern.

### *Other*

The intern may complete additional assignments, such as monthly papers, journals, presentations, or essays, as assigned by the Faculty Advisor.

## **Getting the Process Started**

Find out who at the home institution should assign the academic requirements and give a final grade for an internship. Students should check with a faculty advisor, dean, department chair, or career center or cooperative education office representative.

Check with a department chair or the registrar, student accounts, financial aid office, career center, or cooperative education office to determine which department or individuals at the home institution require approval.

Check with the individual who assigns the academic requirements and final grades to determine how many credits will be received for the internship.

Check with the individual who assigns the academic requirements and final grades to determine whether the credits will be applied toward the major or minor or may fulfill general education requirements.

Check with the academic department that will award the credit and the Registrar to determine if the final grade will be applied toward your cumulative GPA or will the credits apply only toward your final degree.