



## Congressional Hispanic Caucus Institute Academic Credit

911 Second Street, N.E. Washington DC 20002

*Developing the Next Generation of Latino Leaders*

Interns may be eligible to receive academic credit at their home college or university for participating in the Congressional Hispanic Caucus Institute Congressional Internship Program (CIP). Although CHCI does not make it mandatory to obtain academic credit for participating in the program, CHCI encourages program participants to research this possibility.

Combining the CHCI CIP experience within an academic framework has several benefits. Students that participate in the program 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.

What students learn in the internship complements formal academic education as CHCI provides a learning experience outside the classroom. Participating students return to campus with a new perspective, more confidence and a sense of responsibility. In addition, the interns enhance classroom discussions by sharing insights from their real-world experiences.

Through the internship program, CHCI 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 growth experience is particularly critical for Latino 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 CHCI does not award academic credit, participants are responsible for obtaining the proper documentation and fulfilling the requirements from the home institution to receive credit. However, CHCI can facilitate the process.

Many institutions have a policy for granting academic credit. However, if an institution does not have a process, it could opt to do the following:

1. Use existing enrichment activities as academic components (*described below*) to evaluate the internship experience and award academic credit;
2. Modify these academic components;
3. 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 of the internship.

*Professional Development Opportunities* – CHCI arranges panels with senior executives and individuals from the public, private and non-profit sectors. Panel topics may include applying to graduate school, turning an internship into full-time employment, and current political issues affecting Latinos.

CHCI also organizes cultural tours to places such as the White House, the Pentagon, the FBI, the US Capitol or the Library of Congress. The Faculty Advisor may ask the student to write reports of these activities as part of the academic requirements.

*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 would assign the academic credit requirements and give the final grade for the institution. 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 individual requires 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 towards the major or minor or may fulfill general graduation 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 if the credits only apply toward your final degree.