



# JOHN F. LOPEZ INTERNSHIP

**2022-2023**

[info@nhimail.com](mailto:info@nhimail.com)

P. 512.357.6137

[WWW.NATIONALHISPANICINSTITUTE.ORG](http://WWW.NATIONALHISPANICINSTITUTE.ORG)

F. 512.357.2206

P.O. BOX 220  
MAXWELL, TX 78656

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# Executive Summary & Overview

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The John F. Lopez Internship and JFL Micro-Internships are sponsored by the National Hispanic Institute (NHI). NHI is a 44-year educational non-profit dedicated to broadening the base of future Latino/a/x community leaders.

Our mission is to provide high school age youth with opportunities to develop their leadership skills in an environment that simultaneously builds assets in the Latino community. This work strives to increase investment in human talent and intellectual capital in the Latino population, which thereby benefits from leadership development, and also increases participants' visibility and value to their communities as they emerge as young professionals.

NHI engages college-age interns (JFL interns) to facilitate inner-communications between high school students and the NHI learning environment. Through a three year progressive training model that features college students as leaders and guides, younger Latino students are introduced to leadership as a *process* that requires both self-change and community collaboration. The Great Debate (GD) – for rising sophomores – focuses on strengthening oral communication skills and critical/analytical thinking around broad social themes that have relevance to Latino communities. The Lorenzo de Zavala Youth Legislative Session (LDZ) – for rising juniors – focuses on managing organizations/systems and creating policy and/or legislation. Finally, the Collegiate World Series (CWS) – for rising seniors – focuses on the college admissions process and inquiry-based decision making.

In 2023, the recipients of the John F. Lopez Internship and JFL Micro-internships will work closely with NHI leadership to support the organization in a variety of efforts including, but not limited to: student outreach, mentoring, research, program execution and related support, program evaluation, and overall organizational needs. In addition, interns will have the opportunity to promote their institution of higher education among our student members, as they often work to build meaningful relationships with students considering their college options.

Our annual report in 2016 showed that 98% of NHI's 2,500 students enroll in college, and 27% pursued out-of-state education. NHI student members enter their college campus communities already having completed 2-3 years of leadership development, and many aim to serve in leadership roles in clubs and organizations in their campus communities. Since 1979, NHI has served more than 100,000 youth in over twenty U.S. states, and six countries. Notable alumni include Mr. Adriel Lares, CFO of Stash.com; Ms. Alexandria Ocasio-Cortez, Congresswoman, New York D-14; Ms. Xochitl Torres-Small, Former Congresswoman, New Mexico D-2; Mr. Nicholas Gonzalez, Actor and Executive Producer, Hollywood, CA; and Ms. Lina Hidalgo - Harris County Judge (Texas), among others.

To review more information about the National Hispanic Institute, please visit our online magazine at [www.nhimagazine.com](http://www.nhimagazine.com) and our website at [www.nationalhispanicinstitute.org](http://www.nationalhispanicinstitute.org)

## John F. Lopez 2023 Internships

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The John F. Lopez (JFL) Internship takes place during each semester (part time), and summer (intensive, full time) to provide professional development opportunities for undergraduate college students. JFL Interns are currently enrolled undergraduate students who demonstrate leadership potential, willingness to be challenged, and the desire to share their talents and skills with their community. Named in honor of NHI Board Trustee John F. Lopez, the JFL Internship is designed to honor the spirit, creativity, and talent exemplified by its founder. Of NHI's 100,000 alumni, John F. Lopez was recognized with the creation of this internship due to his contributions to the growth of NHI. John was a student participant in the very first Texas statewide LDZ program in 1983. He also volunteered for eight successive years of NHI programs, served as a full-time staff member in Maxwell (NHI Headquarters), and is now a member of the NHI Board of Trustees. Among other NHI contributions, John founded the College Register and internship programs.

The purpose of the JFL Internship is to provide undergraduate student leaders a means to expand their professional capacities by challenging them to serve as mentors, research assistants, program planners, event promoters, and more within the scope of NHI's work. The internship also encourages JFLs to critically examine areas where they could contribute their talents to the community as future leaders.

### Admission

Criteria for admission into an internship position include the following:

- 2.5 cumulative grade point average or higher
- Demonstration of leadership qualities in college studies/work
- Completion of at least one year of college studies by the start date of the internship
- Recommended: Former participation with the National Hispanic Institute
- Recommended: Bilingual in Spanish and English
- Recommended: Enjoys service to others and is committed to personal excellence

Students should be prepared to request an official transcript and submit a 500-word essay describing their interest in being a JFL intern and how they believe their talents will benefit the NHI youth community.

## 2023: Working from Home or Working In-person

JFL interns and NHI Micro-interns who are selected to **work from home** should be prepared to provide their own equipment for work during the 2023 program year, including: establishing a quiet space to work, a professional background for digital conferences (ie neat background on videos and meetings, Zoom background, etc.), a cellular telephone, computer equipment with capacity for work meetings/calls, good lighting, a headset for listening, professional attire for online meetings, and basic office supplies, such as pens and a notebook.

Interns who are selected to work **in-person** from NHI's headquarters must be fully vaccinated for COVID-19 and will be asked to adhere to NHI's safety and security protocols. Interns should bring their own laptops and cell phones with them to Maxwell, but may be assigned additional equipment. When conditions allow, NHI may invite interns to stay on premises in our housing facilities. Interns will receive free housing, but may be asked to cover local internet service, utilities and transportation to and from work.

## Hours of Operation

Monday – Friday

8:30am - 12:00pm and 1:30pm-5:00pm CDT (intern hours are assigned during these times)

## John F. Lopez Intern Curriculum Overview

- Founder's Seminar
  - Receive a message from NHI's Founders, Ernesto Nieto and Gloria de Leon, to learn about **Community Equity Building**, NHI's chief strategy for community engagement and change.
  - Work closely with NHI Executive Vice President, Nicole Nieto, to learn more about NHI's overall operation and projects.
- Leadership & Mentorship
  - Serve in a leadership role alongside executives to plan for and/or deliver youth programs.
  - Mentor high school age students.
- Interns Represent Your Institution
  - Promote your university with branding opportunities.
  - Speak about your university during student discussions.

- Representation at qualifying NHI-sponsored college fairs
- Generate interest in home university among NHI youth and develop new student prospects.
  
- John F. Lopez Internship Projects
  - NHI needs support in the following areas, and can assign interns based upon their field of interest when possible:
    - Business & Finance
    - Communications and student technical support
    - Volunteer mobilization and training
    - Social Media strategy
    - Journalism/reporting
    - Student enrollment and retention
    - Video editing and digital art
    - Research
    - Managing and training users for learning platforms
    - Broadcasting
    - Digital design
    - Staging and sound
    - Photography

## **John F. Lopez Intern Schedule - 2022 - 2023 Program Year**

Micro-internships - College students can be goodwill ambassadors to our 2023 class of high school students! This micro-internship is available in 2023 for interns who can volunteer for 25-30 hours to assist in NHI's enrollment management and student orientations. NHI asks for universities to sponsor interns at \$500. We provide management, tracking of hours, training, a certificate of completion with NHI's insignia, and a \$300 honorarium to the intern. Write to Julio Cotto at [jcotto@nhimail.com](mailto:jcotto@nhimail.com). Opportunities include Spring Break, weekends/after hours, or about 8-10 hours/week for 3 weeks.

## Full-time Internships

Summer Session I: June 1-August 4, 2023

Summer Session II: June 12-August 18, 2023

Earlier start and end dates are also available, and are subject to change based on NHI's Summer Program Calendar. Inquire at [jcotto@nhimail.com](mailto:jcotto@nhimail.com)

Days 1-5 – Onboarding, Orientation, Training & Pre-Evaluation

Days 6-10 -- Third Reality reading, project work plan and goals development, management communication development, seminar on Community Equity Building and Community Social Entrepreneurship

Days 11-15 – Project presentations to company (what you will work on this summer); project launch and preliminary review/adjustments

Days 16-20 – Project continuation, progress reports, adjustments/improvements

Days 21-25 – Project continuation, mid-term performance evaluation, adjustments/improvements

Days 26-30 – Project continuation, project mid-term evaluation, mid-term evaluation for interns, and celebration!

Days 31-35--Review of project work program, adjustments, and new goal setting

Days 36-40--Project continuation

Days 41-45--Project continuation, mid-term performance evaluation, adjustments/improvements

Days 46-50--Project final week

Days 51-55--Project reflection, final evaluation, feedback, and intern reports.

# Investing in a John F. Lopez Intern

## How Colleges & Universities Participate

Colleges and universities sponsor students to participate in the John F. Lopez Internships for 10 weeks during the Spring (part time), Summer (full time) or Fall (part time), or may help underwrite a micro-internship. The internship program and curriculum includes project-based learning with the National Hispanic Institute, including areas such as research, enrollment, social media, program planning, program design and execution, mentoring, support for business office operations, etc. During peak seasons, JFL interns participate in a support or mentor role in programs by working directly with NHI high school-age participants. JFL Interns also have the opportunity to represent their college/university as they interact with prospective students.

Micro-internships are available for students who may want to learn more about working in a specific area or field.

## Estimated 2023 In-Person John F. Lopez Internship – Investment

Orientation, Training, background check, certifications, and professional development	\$1,000 (summer)
Full Internship Stipend (10 Weeks)	\$3,000 (summer)
Housing contribution	\$750
Travel Costs for In-Person JFLs - 2 programs	\$800
Office Equipment and Supplies	MUST BE SUPPLIED BY STUDENT/INSTITUTION
<b>Total</b>	<b>\$5,550</b>

\*Please note that these costs are incurred only in the case of in-person internship completion located at NHI Headquarters in Maxwell, Texas.

## Scale for Investment

- NHI [College Register Member](#) + JFL Intern- \$1,800 + (\$5,550 See estimated in person JFL Investment Chart)



- NHI College Register Membership including student Database – 2,000 students (contact information); 9<sup>th</sup> grade meets 3.0 GPA or higher; 10<sup>th</sup>/11<sup>th</sup> grade meets 3.2 GPA or higher
  - Logo branding and inclusion in [www.nhimagazine.com](http://www.nhimagazine.com) “Meet the 2023 John F. Lopez Interns” article
  - Intern participates in a digital college fair (when available) on behalf of the institution
  - Paid internship for your student
- Silver John F. Lopez Internship Member - \$5,550
- Paid internship for your student
  - Logo branding and inclusion in [www.nhimagazine.com](http://www.nhimagazine.com) “Meet the 2023 John F. Lopez Interns” article
  - Intern participates in a digital college fair on behalf of the institution
- General College Register Membership - \$1,800
- NHI College Register Membership including student Database – 2,000 students (contact information); 9<sup>th</sup> grade meets 3.0 GPA or higher; 10<sup>th</sup>/11<sup>th</sup> grade meets 3.2 GPA or higher
- JFL Micro-internship - Voluntary or intern may be given an honorarium by sponsoring entity
- NHI onboards a micro-intern and works with students on a focused project.
  - Intern submits a report to the sponsoring college/university department and receives professional feedback.
  - Suggested compensation: Sponsor may elect to provide an honorarium to students who turn in an NHI project review with satisfactory rating from their micro-internship supervisor.
  - University may also award credit for non-compensated micro-internships, which will be certified volunteer hours with NHI for 30-40 hours of volunteer time.
  - NHI charges a \$500 management fee for micro-internships and/or sponsor may pay NHI directly for the management fee and intern honorarium/stipend for administration

## Who Invests in the JFL Internship?

Institutions of higher learning, business sponsors, and CBOs that want to support college students' professional development and future college pipeline. These entities may provide funding to NHI to administer as part of our 501c3 nonprofit status, or may provide funding directly to students who are assigned to work with NHI.

- **Enrollment offices** Colleges/universities seeking to increase their visibility in communities served by NHI, may sponsor their current college students to serve as JFL Interns. Interns serve as mentors in NHI leadership programs with prospective high school students, and may also play important outreach roles for you at our college fairs, in college presentations to students and parents, and maintaining relationships with prospective students. Some enrollment offices assign students with federal work-study to this internship.
- **Institutional relations and public affairs offices** may be interested in broadening the institutional brand among parents and students in NHI's broad national and international network. Interns will increase the institutional visibility in key Latino communities, primarily in Texas, but may also be assigned to other areas for collaboration and growth.
- **Departments** within universities that are specifically seeking work with Latino communities can enrich their classrooms by sending students to JFL internships.
- **Federal funds** specially designated for you to increase diversity, serve historically underserved populations, or increase outreach into special populations may be identified to support current students who can be assigned to work with the NHI student community.
- **Businesses** that wish to sponsor an intern may do so, and NHI observes the same practices that it would for universities respect to branding with your business.

## Timeline for Consideration

Universities/businesses should reach out to NHI for upcoming cycles for internships and micro-internships. For summer internships, it is best to notify NHI by **April 15** if you wish for one of your students to participate. For semester-long internships, notifying NHI 45-60 days prior to the next semester is best. For micro-internships, please call to discuss our greatest needs and short-term opportunities.

## **Application for JFL Micro-internship and In-Person Internship**

Interested students who have a minimum of one year in college should apply [here](#).

### **Contact Us**

#### **Julio Cotto**

Senior Vice President of Education & Training, NHI

(512) 357-6137, [jcotto@nhimail.com](mailto:jcotto@nhimail.com)

## Addendum

### NHI – Leadership Team

President & Founder, Ernesto Nieto  
Executive Vice President, Nicole Sada  
Senior Vice President, Education and Training, Julio I. Cotto  
Senior Vice President, Enrollment Management, Chris Nieto  
Business Office, Brian Cruz

### Summary of NHI Youth Leadership Programs

NHI employs a progressive leadership development model that initially engages students as high school freshmen, continues throughout undergraduate studies, and into their life as young professionals. These programs include the following:

- **Great Debate (Rising 10th Grade):** Emphasis on communication as a tool of leadership development, especially through reading, writing, and speech with knowledge in key Latino issues.
- **Lorenzo de Zavala Youth Legislative Session (Rising 11<sup>th</sup> Grade):** Emphasis on governance as a tool of leadership development, especially through exposure to constituent mobilization, policy planning, and participation in organized structures and systems with competency development in key Latino issues.
- **Collegiate World Series (Rising 12th Grade):** Emphasis on college admissions training as well as inquiry-based thinking.
- **Collegiate Leadership Network (Undergraduate Students):** Emphasis on social entrepreneurship as a strategy for community intervention and change.
- **\*<sup>1</sup>Celebración:** Once a year showcase event for 400 members, including alumni and student participants from the summer programs.

### Primary Geographic Areas of Coverage for 2023

- **Great Debate** – Texas, Illinois, New York, Pennsylvania, New Jersey, Washington DC, Panama, Puerto Rico, Mexico, and Dominican Republic

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<sup>1</sup> Offered when available

- **Lorenzo De Zavala Youth Legislative Session (LDZ)**- Arizona, Colorado, California, Nevada, Washington, Texas, Illinois, Iowa, Michigan, Nebraska, New Mexico, Florida, New York, Massachusetts, Pennsylvania, Panama, Puerto Rico Mexico, and Dominican Republic
- **Collegiate World Series (CWS)** – Restricted to NHI high school alumni

## Primary Student Participant Goals for 2023

- **Great Debate** – 1,000 freshmen (9<sup>th</sup> grade)
- **LDZ** – 925 sophomores (10<sup>th</sup> grade)
- **CWS** – 300 juniors (11<sup>th</sup> grade)

## High School Geographic Mix & Participant Profile

- 400 high schools
- 40% Texas
- 15% Midwest
- 15% West
- 15% International
- 10% Northeast
- 5% Other Domestic (including Southeast)
- 88/100 GPA or better; 95% Latino backgrounds (all cultures invited); college-bound; nominated by schools to attend due to leadership and conduct

## NHI College/University Partners (Program Hosts) from 2022-2023

This is a list of partners who support NHI summer leadership programs, John F. Lopez Summer Interns, and local evening presentations on their campuses:

- Augustana College – Rock Island, IL
- Austin College – Sherman, TX
- Colorado State University – Ft. Collins, CO
- Our Lady of the Lake University - San Antonio, TX
- St. Francis University, Loretto, PA
- St. Mary's College - St. Mary's City, MD
- St. Mary's University – San Antonio, TX
- University of California at Berkeley - Berkeley, CA
- University of New Mexico - Albuquerque, NM
- University of San Diego – San Diego, CA
- University of St. Thomas - Houston, TX

## **NHI College Register Member Institutions (2022-2023)**

Augustana College  
Austin College  
Baylor University  
Case Western Reserve University  
Central Connecticut State University  
Claremont McKenna College  
Colby College  
Colorado State University  
DePaul University  
Elmhurst University  
Emory & Henry College  
Emory University  
Florida International University  
Florida International University  
Loyola University New Orleans  
Macalester College  
Neumann University  
Northwestern University  
Our Lady of the Lake University  
Purdue University  
Saint Francis University  
Schreiner University  
Southwestern University  
St. Edward's University  
St. Mary's College of Maryland  
St. Mary's University  
Texas A&M University-San Antonio  
Texas State University  
The George Washington University  
The Ohio State University  
The University of Texas at Austin  
Trinity University  
University of California at Berkeley  
University of Denver  
University of New Mexico  
University of Pittsburgh  
University of Redlands  
University of San Diego  
University of St. Thomas  
University of Texas at Arlington  
Vanderbilt University  
Washington University in St. Louis  
Willamette University