



MILLER CENTER
FOR VOCATION, ETHICS & CALLING

**Internship
Stipend
Application**
Spring 2011

**Application Due:
November 5, 2010**



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What is a Miller Center Internship?

--An internship in a non-profit or religious setting, during which the student intends to seek vocational discernment. Miller Center internships are coordinated through Career Services, *but in addition to meeting the requirements of Career Services, Miller Center interns participate in three workshops led by the Miller Center staff; they also are appointed a faculty advisor* prepared to help them use the internship to explore questions of value, faith, meaning and vocation in its broadest and deepest sense. Miller Center interns may receive a stipend of \$1,000 during the semester and can receive either PL or SW Odyssey credit.

How do I start and how do I apply?

1. Come by and talk with J.J. Whitney (SLTC Religious Life suite) about where you want to do an internship.
2. Go by Career Services (top floor SLTC) and get an "internship packet" from Leigh Lassiter-Counts.
3. Make sure the internship site is going to work out. You'll do 120 hours for the internship. Meet with your supervisor and have he/she complete the "Employer Contract" in the internship packet.
4. Complete the attached Miller Center stipend application (essays and waiver form); attach a copy of the "Employer Contract" from your Career Service's internship packet, and submit both to Miller Center office no later than 4:00p.m. on November 5, 2010.
5. Make sure your two recommenders also submit their letters and proper form by the due date.
6. Make sure your paper work for Career Services is on file with Leigh Lassiter-Counts.
7. Wait to hear back from the Miller Center by November 19.



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Internship Stipend Application Spring 2011

Name _____	Student ID # _____
Campus Box Number: _____	Telephone Number: _____
Email Address: _____	
Academic Advisor _____	Classification: _____
GPA: _____ Major: _____	
Internship Site: _____	Expected hours per week? _____
On-site Supervisor: _____	Date Internship begins and ends: _____
Have you been accepted for this internship? _____	Is it a paid position? _____
Is the stipend needed for you to participate? _____	How many classes are you taking? _____
Type of internship: Ministry Based _____	Non-Profit _____
Do you intend to take this internship for: (Circle One) Course Credit with Grade / Course Credit Only / Transcript Notation	
Have you previously received credit for an internship? _____	

To complete the application please briefly answer the following questions:

(A) Signed Confidential Waiver form (see attached)

(B) Brief essays on each of the following questions:

1. Briefly describe what you will be doing on-site for this internship?
2. How do you think this internship will assist you in your vocational discernment? In particular, what ideals, goals, values or faith commitments do you wish to explore while doing this internship?
3. How will this internship nurture the gifts and talents you have for benefiting and leading others?

(C) Two letters of recommendation. (One Hendrix Faculty or staff and one other *not a student or family member*)

(D) The Employer Contract from Internship Packet. (See Career Services)

Note: Stipend Recipients will have additional requirements aside from those in Career Services.

Applications are due by 4pm on Friday, November 5.

You will be contacted no later than November 19 concerning the status of your application.



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Confidential Waiver

I, _____ hereby release any academic and/or disciplinary records to the Miller Center staff to be reviewed by the Miller Center Internship Stipend committee.

Applicant's signature _____

Print Name

Date

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Recommendation Waiver

In accordance with the Family Education Rights and Privacy Act of 1974, materials in students' files are open to inspection upon request, unless the student has waived the right of access in advance. Please indicate your wish by completing and signing the statement below. Your right to review the recommendation is considered waived if you do not respond.

I hereby _____ waive my right to access _____ retain my right to access

Applicant's signature _____

Print Name

Date

Recommendation Letter for _____
(Student)

Proposed Internship Site _____

Name: _____ Phone Number: _____

Organization: _____ Title: _____

To the recommender: The above named student is applying for an Internship Stipend through the Miller Center. Please provide your candid assessment of this student by answering the question below. A separate sheet may be used.

1. How long and in what capacity have you known this individual?
2. Have you found this student to be responsible, dependable, honest and cooperative?
3. Has the student discussed his/her academic goals for this internship with you, and to what extent do you believe this student is capable of fulfilling these goals?
4. Miller Center interns are expected to use their internship experience to explore their personal values, social ideals and faith commitments as well as their gifts and talents for benefiting and leading others. How prepared is this student to engage in this type of reflection about his or her work experience?
5. Would you recommend this individual for a Miller Center Internship (*circle one*):
Yes, without reservation Yes, but with reservation No, not at all
6. Comments:

Signature

Date

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Recommendation Waiver

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I hereby _____ waive my right to access _____ retain my right to access

Applicant's signature _____

Print Name

Date

Recommendation Letter for _____
(Student)

Proposed Internship Site _____

Name: _____ Phone Number: _____

Organization: _____ Title: _____

To the recommender: The above named student is applying for an Internship Stipend through the Miller Center.. Please provide your candid assessment of this student by answering the question below. A separate sheet may be used.

7. How long and in what capacity have you known this individual?
8. Have you found this student to be responsible, dependable, honest and cooperative?
9. Has the student discussed his/her academic goals for this internship with you, and to what extent do you believe this student is capable of fulfilling these goals?
10. Miller Center interns are expected to use their internship experience to explore their personal values, social ideals and faith commitments as well as their gifts and talents for benefiting and leading others. How prepared is this student to engage in this type of reflection about his or her work experience?
11. Would you recommend this individual for a Miller Center Internship (*circle one*):
Yes, without reservation Yes, but with reservation No, not at all
12. Comments:

Signature

Date