



# MILLER CENTER

## FOR VOCATION, ETHICS & CALLING

### Internship Stipend Application *Summer 2023*

*Due at Noon on Wednesday, March 1, 2023*

#### Program and Award Overview

The Miller Center Internship stipends are up to \$2,000 during the summer months. Their purpose is to support students doing internships with non-profit agencies or religious communities. These students may be

- **EITHER motivated by a desire to explore their vocation as it relates to serving those in need of fundamental material or social goods,**
- **AND/OR exploring a future as a religious leader, whether volunteer or professional.**

That is, these internships are open to students of all religious, spiritual, and nonreligious backgrounds who seek to live in service to the world.

Miller Center internships are coordinated through the Office of Career Services but have two distinctive components beyond the usual internships requirements:

- **two additional workshops led by the Miller Center staff;**
- **deeper exploration of purposeful living with a faculty sponsor appointed by the Miller Center.**

Miller Center internships are pre-approved for either PL or SW Odyssey credit.

#### How do I start? How do I apply?

1. Schedule an appointment with Ellen Alston, Director of the Miller Center, to talk about where you want to do an internship. You will also be connected with Career Services for access to the paperwork app. You may schedule an appointment with Ellen by contacting the Assistant to the Chaplain, Lori Mulhearn, [mulhearn@hendrix.edu](mailto:mulhearn@hendrix.edu); 450-1263.
2. Make sure the internship site is going to work out. You'll do 120 hours for the internship. Meet with your proposed site supervisor to complete the "Internship Site Agreement" in the internship packet from Career Services (p. 3).
3. **Complete the attached Miller Center stipend application** (essays, résumé, and waiver form); attach a copy of the "Internship Site Learning Agreement," **and submit to the Miller Center office no later than noon on Wednesday, March 1, 2023.**
4. Make sure your two recommenders also submit their forms or letters by the due date.
5. Wait to hear back from the Miller Center March 10, 2023.
6. If accepted, know that the Career Services Internship Packet must be fully completed and on file with the Office of Career Services before the Summer internship deadline May 5, 2023.



# MILLER CENTER

FOR VOCATION, ETHICS & CALLING

## Internship Stipend Application Summer 2023

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Campus Box Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Academic class at time of application: \_\_\_\_\_

Major: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_ GPA: \_\_\_\_\_

Internship Site: \_\_\_\_\_

On-site Supervisor: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End date: \_\_\_\_\_

Total number of weeks: \_\_\_\_\_ Expected hours per week \_\_\_\_\_

Type of internship: Religious Leadership \_\_\_\_ Non-Profit \_\_\_\_

Will this internship be used to fulfill a requirement in your major? \_\_\_\_

If yes, which major? \_\_\_\_\_

Is this a paid internship? \_\_\_\_Yes \_\_\_\_No

Is the stipend needed for you to participate? \_\_\_\_Yes \_\_\_\_No

Are you applying to other offices, on or off campus, for financial support of this internship?

\_\_\_\_Yes \_\_\_\_No

If yes, please explain: \_\_\_\_\_

**To complete the application submit items A – E below.**

**Required Application Materials (A –D to be attached to above information form and submitted by student):**

**(A) Two brief essays answering the following questions:**

1. What will you be doing on-site for this internship?
2. What talents, career options, passions, values, or religious commitments do you wish to explore while doing this internship?

**(B) Copy** of your completed “Internship Site Agreement” from Career Services Internship Packet (Original goes to Career Services)

**(C)** Signed Confidential Waiver Form (see attached)

**(D)** Résumé of past volunteer experiences with non-profit agencies and/or religious communities since high school

**(E)** TWO (2) Letters of Recommendation (forms attached): one Hendrix faculty or staff member and one other, not a student or family member. It is your responsibility to request these letters and to follow-up with your recommenders regarding their submissions to the Miller Center Office

**Applications are due by noon on Wednesday, March 1, 2023**

*You will be contacted no later than March 10, 2023, concerning the status of your application.*



# MILLER CENTER

FOR VOCATION, ETHICS & CALLING

## Confidential Waiver

I, \_\_\_\_\_, request that the Office of Student Development, the Office of Fiscal Affairs, and the chair of the Committee on Academic Integrity provide the Office of Religious Life Staff, access to any relevant information in my personal file. This permission is given with the understanding that all such information is confidential, is to be used only in order to make determinations of importance to the placing and support of the student participating in an internship sponsored by the Miller Center, and that the information is to be requested only when necessary.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_



# MILLER CENTER

FOR VOCATION, ETHICS & CALLING

## Miller Center Internship Recommendation Form

*(Due to the Miller Center Office, Hendrix College, March 1, 2023, by noon; address found below)*

### **TO BE COMPLETED BY THE STUDENT:**

Recommendation Letter for \_\_\_\_\_  
(Student)

Proposed Internship Site \_\_\_\_\_

### **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

### **TO BE COMPLETED BY THE RECOMMENDER:**

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 questions 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? Please explain.
  
3. Has the student discussed his/her 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, if applicable, their religious 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 reservationYes, but with reservationNo, not at all
  
6. Comments:

---

Signature

---

Date

Please return to the Miller Center for Vocation, Ethics, and Calling, SLTC 133, Hendrix College,  
1600 Washington Ave, Conway, AR 72032. May be emailed to [mulhearn@hendrix.edu](mailto:mulhearn@hendrix.edu).

***Due Noon, March 1, 2023***



# MILLER CENTER

FOR VOCATION, ETHICS & CALLING

## Miller Center Internship Recommendation Form

*(Due to the Miller Center Office, Hendrix College March 1, 2023, by noon; address found below)*

### **TO BE COMPLETED BY THE STUDENT:**

Recommendation Letter for \_\_\_\_\_  
(Student)

Proposed Internship Site \_\_\_\_\_

### **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

### **TO BE COMPLETED BY THE RECOMMENDER:**

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 questions 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? Please explain.
  
3. Has the student discussed his/her 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, if applicable, their religious 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 reservationYes, but with reservationNo, not at all
  
6. Comments:

---

Signature

---

Date

Please return to the Miller Center for Vocation, Ethics, and Calling, SLTC 133, Hendrix College, 1600 Washington Ave, Conway, AR 72032. May be emailed to [mulhearn@hendrix.edu](mailto:mulhearn@hendrix.edu).

***Due Noon, March 1, 2023***