



MILLER CENTER

FOR VOCATION, ETHICS & CALLING

Internship Stipend Application *Summer 2024*

Due at 3:00 p.m on Friday, March 1, 2024

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; 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 3:00 p.m. on Friday, March 1, 2024.**
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 by March 8, 2024.
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 3, 2024.



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Internship Stipend Application Summer 2024

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 and Recommendation 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: 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. Please email this link for the recommendation form, <https://forms.office.com/r/h0tsz2V48v> .

Applications are due by 3:00 p.m. on Friday, March 1, 2024

You will be contacted no later than March 8, 2024, concerning the status of your application.



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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 _____



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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. A recommendation will not be accepted unless access is waived to allow candid assessments.

I hereby: _____ waive my right to access

Applicant's signature

Print Name

Date