

## Application Guidelines for The Robert C. and Helen Dix Scholars Program in Experiential Learning

Hiram College is pleased to announce the Dix Scholar's Program in journalism. Funded by a generous donation from Mrs. Robert C. Dix, the fund supports experiential learning such as internships. In honor of the Dix family commitment to journalism (the Dix family publishes many newspapers in Ohio including the Kent-Ravenna Record-Courier), **the stipends will be given for internships either in journalism (Spring) or in work that uses writing extensively (Summer or Fall)**. Preference will be given to students who have not yet received internship funding.

The stipend may be used in one of three ways:

- To serve as earnings if the internship is unpaid
- To supplement low income from a nonprofit organization
- To provide travel or housing expenses for an unpaid or low paid internship

To apply, please submit the following materials electronically to [careercenter@hiram.edu](mailto:careercenter@hiram.edu), the Office of Career & Academic Development, where the application process is coordinated. Final decisions will be made by a faculty selection committee.

- An **internship description**, outlining the goals and objectives of the internship
- A **wage request form**, indicating the total number of hours you intend to work
- An **acceptance letter** from the organization/supervisor offering the internship
- A **letter of support** from your faculty advisor, specifically stating the advisor's support for your receipt of the funding
- A **Hiram Connect Internship Learning Agreement**

Once approved for the internship funding, students must:

- Complete **two online learning modules** through OFIC Skills Library
- Complete a **reflection assignment** at the conclusion of the internship using the 5 C's reflection writing prompt.
- Complete an evaluation of your experience at the conclusion of your internship experience – the evaluation will be provided electronically by the Career Center

Your supervisor/employer will be asked to complete an evaluation two weeks into your internship and also at the conclusion of your internship. You may also be invited to write a thank you note to Mrs. Dix for her generosity.

If looking for an internship, please visit [Hiram CareerNet](#).

Sample successful applications are available in the Office of Career & Academic Development for applicants to read. If you have questions, please email the Career Center at [careercenter@hiram.edu](mailto:careercenter@hiram.edu).

For all internship funding, there will be application deadlines. Students can apply for funds outside of these deadlines; please check with the Career Center for more information on the deadlines and/or to see if there are funds remaining by emailing [careercenter@hiram.edu](mailto:careercenter@hiram.edu).

Students might not be eligible to receive funding twice for the same internship.

Please note that only full-time Traditional College students are eligible to apply for internship funding. Students will only receive funding for the work that is yet to be done and will not receive internship funding for hours that they have already completed at the time of their application.

*Recipients may not exceed \$4,000 in combined internship funds per academic year (fall, spring, summer).*

*Fall 2020*