



DARTMOUTH COLLEGE

Career Services

DISCOVERY · OPTIONS · STRATEGIES

63 South Main Street Suite 200 • Hanover, NH 03755-2091 • (603) 646-2215 • fax: (603) 646-1360 • career.services@dartmouth.edu

ELLWOOD H. FISHER INTERNSHIP FUND

The Ellwood H. Fisher 1921 Fund provides modest funding to support Dartmouth students who are seeking off-campus, business-related work experiences in order to test a potential career interest in *advertising, public relations or publishing.*

Selection of Fisher interns is based on: An understanding of advertising, public relations or publishing; clear goals of the internship; long-range career interest in the profession; and a realistic and clear proposal; the number of applicants and the amount remaining in the Fund. Priority will be given to students with financial needs and living away from home.

Eligibility: Students must have secured a non-paying internship directly from an employer **before** submitting this application. This stipend is open to all **undergraduate** Dartmouth students. All applicants must be enrolled at least one term after the term of the internship.

Contents of the Application: Submit by the end of the 5th week of the term prior to the internship term.

- Application Form and Proposal - A description of the tasks/responsibilities of the internship
- Budget Estimate - An outline of realistic costs associated directly with the internship
- A copy of your Resume
- Any other supporting materials
- A supervisor’s statement, on organization letterhead, confirming your position and stating your responsibilities.

Grant Awards: Awards will be made in three increments - **the first half**, prior to the beginning of the term of the internship; **a quarter award** upon receipt of the Mid-Term Progress Report by the end of the 6th week of that term; and **the final quarter award** upon receipt of the Final Report by 2 weeks after completing the internship. These reports will be forwarded to the Fisher family.

****Acknowledgement:** If a grant is awarded, it is understood that this in no way assigns Dartmouth College responsibility for liability during the student’s internship experience.

PART 1: - FISHER APPLICATION -

Name: _____ Social Security: _____ Student ID: _____

Major: _____ Class: _____ HB: _____ Term of Internship: _____

Home Address & Telephone: _____

Employer Name & Address: _____

Supervisor’s Name & Title: _____ Telephone: _____

PART 2: - THE PROPOSAL -

Describe objectives for the internship as they relate to your personal/career goals. Outline the activities, skills, and academic interests that provide background for the project, and ways in which your experience might tie in with future career plans. A description of your anticipated duties and the supervising arrangement should also be included. Supplementary descriptive material from the employer is welcomed. (1-3 pages)

PART 3: - BUDGET -

Note: Depending on the number of proposals submitted, some applicants may receive partial awards. Please indicate below (under "other information") if there is a cutoff point below which you will not be able to take the internship or be forced to work reduced hours. Recipients of this grant are limited to one award during their undergraduate attendance at Dartmouth.

Please note: All awards are considered taxable income.

ANTICIPATED TOTAL COST OF INTERNSHIP \$ _____

FUNDING REQUESTED (not to exceed \$2,500) \$ _____
(List details of each item that directly relates to the internship)

_____ TRANSPORTATION \$ _____

_____ HOUSING \$ _____

_____ FOOD \$ _____

_____ OTHER \$ _____

(Be specific)

•ADDITIONAL FUNDING: Are you applying for other Dartmouth sources?
Please indicate Fund Source: _____

•ALTERNATIVE FUNDING: Are you applying to other sources/grants?
Please indicate Fund Source: _____

•WORK STUDY: Are you eligible for this funding? Y or N

•LIVING AT HOME: Y or N

•OTHER FINANCIAL INFORMATION WE SHOULD KNOW: _____

PART 4: - TRAVEL POLICY -

As my internship experience requires travel to a country outside of the United States, I acknowledge that I must adhere to Dartmouth College's Travel Risk Policy. <http://www.dartmouth.edu/~provost/pdfs/travel-policy.pdf>

Signed _____

Return completed application to:
Career Services, 63 South Main Street – 2nd Floor, (603) 646-2215
Attention: Maria Waite