



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

## MAURICE R. ROBINSON INTERNSHIP FUND

Through the generosity of Maurice R. Robinson '19, founder of Scholastic Inc., an endowment fund was erected in 1975 to support “student internships in educational publishing”. This fund evolved out of Mr. Robinson's interest "in seeing more talented young people enter the field of preparing effective ‘materials of instruction’.” Over the years the Maurice R. Robinson Fund has evolved; today it supports:

1) Students who wish to test out their career interests in educational media such as magazines, books, museums, and dramatizations for stage, TV or film, addressed to the age group of 5 to 17.

*Students must have secured a non-paying internship directly from an employer before submitting this application. For those seeking financial support for an independent project, a professional/mentor willing to oversee the project must be found. Applicants need to schedule an interview with Career Services upon submitting their application.*

2) Any independent service project that **directly** benefits children, especially children at risk and children from inner cities. Training teachers who work with children is also fundable. *(For those seeking financial support for an independent project, a professional mentor willing to oversee the project must be found).*

Selection of Robinson interns is based on: An understanding of impact of educational media; clear goals of the internship; long-range career interest; and a realistic and clear proposal; the number of applicants; and the amount remaining in the Fund.

**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
- Resume
- Any other supporting materials
- A supervisor’s statement, on organization letterhead, confirming your position and stating your responsibilities

**Note:** *The Maurice R. Robinson Fund only supports US domestic internships.*

**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 Robinson 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.

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### PART 1: - ROBINSON 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 for 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.

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ANTICIPATED TOTAL COST OF INTERNSHIP \$ \_\_\_\_\_

FUNDING REQUESTED (not to exceed \$3,000) \$ \_\_\_\_\_  
(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: \_\_\_\_\_

***Return completed application to:***  
**Career Services, 63 South Main Street – 2<sup>nd</sup> Floor 603-646-2215**  
**Attention: Maria Waite**