

# Summer 2024 Whitman Internship Grant Application - U.S. and International

This form is for

Whitman College students who are applying for a 2024 Summer Whitman Internship Grant (U.S. or International internship).

There are three deadline for submissions:

March 1-5:00pm

April 1-5:00pm

May 17-

5:00pm

\*\*International students applying for a U.S. WIG (internship within the U.S.) will need to obtain work authorization (CPT). Please connect with Lindsay Szramek [szramela@whitman.edu](mailto:szramela@whitman.edu) as soon as possible for more information.\*\*

Refer to the [Whitman Internship Grant](#) website for important information include the supervisor contract.

Contact Nadine Stecklein, Assistant Director for Internship Programs, [stecklen@whitman.edu](mailto:stecklen@whitman.edu) for more information.

\*You will receive a copy of the application you submit.

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\* Indicates required question



# WHITMAN COLLEGE

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## Career and Community Engagement Center

### STUDENT INFORMATION

1. First Name (provide legal name) \*

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2. Last Name (provide legal name) \*

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3. Preferred first name \*

EX. Tori (instead of Victoria), if none please enter your first (legal) name.

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4. Whitman ID Number (WID) \*

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5. Class Year \*

EX. 2026

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6. Major(s) \*

If you have not declared a major, yet put "Undeclared." \*If you are an international student, you are REQUIRED to have declared your major.

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7. Minor(s)

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8. Current Phone Number \*

(###) ###-####

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9. Emergency Contact \*

EX. First Name & Last Name, Relationship to you, phone number (###) ###-#### (Dan Smith, Brother, 541-555-0505)

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10. Previous Whitman-funded Internships \*

How many CCEC-funded internships have you previously had? Select "0" if none.

*Mark only one oval.*

0

1

2

3

11. If you have previously been awarded a WIG, indicate when (fall, spring summer etc.) and which organization you had your internship(s)?

Leave blank if you have not been awarded a WIG in the past.

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12. Are you a first generation college student?

You are considered a first generation student if your parent(s) did not complete a 4-year college or university degree, regardless of other family member's level of education. This information is optional and not answering it will not prevent you from receiving a WIG. It will only be used to determine possible funding sources.

*Mark only one oval.*

Yes

No

13. Are you planning to register for the IDSC 125 Course? If so, who do you plan to have as your faculty advisor?

IDSC 125 is a 1 credit academic course, approved by the major adviser, and supervised by a member of the CCEC, connects formal off-campus student experiences in applied settings (e.g. internships) with their academic major. This is required for students that need to pursue Curricular Practical Training (CPT). Using CPT, a student may work off campus for an organization in the capacity as an employee or intern.

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## INTERNSHIP INFORMATION

Questions in this section are related to the proposed internship you are seeking grant funding.

14. Internship Position Title \*

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15. Organization Name \*

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16. Organization Type \*

*Mark only one oval.*

For-profit

Not-for-profit

Government Agency

17. Organization Address \*

Please include the company's/organization's address even if you are completing a remote opportunity.

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18. Brief Internship Description \*

In once sentence, please use your words to summarize the focus of your internship.

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19. Does your internship occur outside of the U.S. or does it have a global/international focus? \*

Please mark yes if you are doing your internship outside of the U.S. Your internship could be considered global or having an international focus if it involves engaging with entities such as the World Bank, International Trade Organization, Save the Children, Human Rights Watch, etc. to address and contribute to global issues and initiatives.

*Mark only one oval.*

- Yes
- No
- Somewhat

20. What format is your internship in? \*

*Mark only one oval.*

- In person
- Remote
- Hybrid

21. Supervisor's First Name \*

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22. Supervisor's Last Name \*

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23. Supervisor's Title \*

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24. Supervisor's Email \*

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25. Supervisor's Phone Number \*

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26. Have you previously or are you currently employed (or volunteer) by this organization? \*

*Mark only one oval.*

Yes

No

27. Start Date \*

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*Example: January 7, 2019*

28. End Date \*

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*Example: January 7, 2019*

29. How many hours per week (on average) do you plan to work? \*

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30. How many total hours (estimated) will you work? \*

You are required to work 200 hours total.

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31. Select the career category that best describes your internship.

*Mark only one oval.*

- Arts & Communication
- Business
- Education
- Science, Engineering & Technology
- Environment & Sustainability
- Government, Law & Activism
- Health & Medicine
- Social & Human Services

32. Is your supervisor a Whitman Alumni? \*

*Mark only one oval.*

- Yes
- No
- Not sure

33. Is this internship connected to research for your thesis? \*

*Mark only one oval.*

- No
- Yes

## SHORT ANSWER QUESTIONS

Answer the following questions.



34. 1. Describe your internship. What are your primary responsibilities, and what do you hope to learn (include skills, goals, and challenges)? If you are continuing with the same employer and this is your second WIG, please demonstrate an increase in responsibilities. \*

**300 words maximum**

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35. 2. Tell us about the organization/company you plan to intern for and describe its focus or mission. \*

**200 words maximum**

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36. Provide a link to the organization's website. \*

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37. 3. How is this internship related to your future education or career goals? Be specific. \*

For example, if you plan to intern this summer in a youth coaching position and you majoring in Math, you might consider exploring a career in teaching. You would state that this opportunity allows you to work closely with youth, providing valuable insights into whether teaching is a good fit for you. If you need an idea about possible career paths visit [What Can I do with a Major in?](#)

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38. 4. Who will you report to during your internship (what is their title/role within the company/organization) and how will this person monitor and evaluate your performance? \*
- Will you have regular check-ins (how often and in what format)? What about performance reviews (mid-point, end-of-internship)? Will peer feedback (from whom) and metrics or key performance indicators (be specific) be discussed? Will you do a self-assessment?

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39. 5. How would receiving a Whitman Internship Grant make it possible for you to participate in an unpaid internship? \*

**300 words maximum**

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## INTERNATIONAL WHITMAN INTERNSHIP GRANT

Please confirm whether you are or are not applying for an International Whitman Internship Grant (IWIG).

40. Are you applying for an International Whitman Internship Grant? \*

*Mark only one oval.*

Yes

No *Skip to question 49*

International Whitman Internship Grant - Short Answer Questions

41. References \*

Identify 1-2 references who can speak to your ability to spend the summer outside the United States and at your particular internship. Your reference(s) cannot be a relative, but may be someone at your proposed internship site who can communicate in English. Please list your reference information here (include full name, title, email, and phone number).

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42. Please demonstrate your familiarity with the organization that is hosting the internship (e.g. \* explain your past connections to the internship location, organization or issue) and demonstrate your familiarity and knowledge of the country and city (including language and cultural aspects) where the internship is located. (200 words max.)

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43. Share your understanding of the housing options (e.g. where will you be living?) with a plan \* for how to secure safe housing for the length of your internship. How far away is your housing from the internship site? How will you commute? (200 words max.)

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44. Reflection - How do you plan to share your experience with the Whitman Community when your return? Please be specific! (200 words max.) \*

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45. Safety & Security -Please verify that you have checked each of the given sites and share the county-specific information you have gathered about your destination. Please address topics such as: needed vaccinations, travel and health alerts, nearest hospitals and embassies, etc. (250 words max.) \*

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46. Please describe your emergency plan for how you would cope with a sudden unplanned problem such as a medical condition, stolen passport, lost credit card, internship site closing, or other unexpected but not impossible scenarios. Describe who you would contact and how (e.g. where is the nearest embassy, hospital, etc.?) (200 words max.) \*

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47. Travel Documentations & Insurance -Please demonstrate that you have researched the visa requirements for the country in which your internship will take place. Please explain the visa process and the type of visa you will need. Most countries require a specific type of visa to perform unpaid internships (not a tourist visa). While not required, you may consider using an outside provider (e.g. [www.travisa.com](http://www.travisa.com)) for the visa process. (200 words max.)  
Students studying abroad before or after the intended internship need to contact [Nadir Ovcina](#) in Whitman's Off-Campus Study office and their study abroad program as well as the embassy/consulate to insure that they can combine an internship and study abroad experience. If you are/will be studying abroad, please contact Nadir Ovcina [ovcinan@whitman.edu](mailto:ovcinan@whitman.edu) before you apply for the International Whitman Internship Grant. \*

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48. If you have a passport to participate in your internship, will your passport be valid for 6 months beyond the date you plan to return to the U.S. after internship ends?

*Mark only one oval.*

Yes

No

#### CAREER AND COMMUNITY ENGAGEMENT CENTER INFORMATION

49. Did you receive help with your application from the CCEC? \*

This includes meeting with any career coaches or student career advisors to review or ask questions regarding the WIG application.

*Mark only one oval.*

Yes

No

50. How did you secure this internship? \*

*Mark only one oval.*

- Handshake or other job board
- Faculty
- My personal network
- Whitties Helping Whitties
- Networking with a Whitman Alumni
- Internship Listserv
- Whitman Internship Grant Database
- Other: \_\_\_\_\_

51. When exploring internship opportunities did you research/consider funded internships? \*

*Mark only one oval.*

- Yes
- No

### Upload Forms

Please upload documents in the file formats listed, other formats will not be accepted.

52. Resume (1 page in length) PDF \*

Files submitted:

53. Student-Supervisor Contract (completed and signed) PDF \*

Files submitted:

54. Please upload the Budget Spreadsheet. If you have any questions please contact stecklen@whitman.edu \*

Files submitted:

## ACKNOWLEDGEMENTS & AGREEMENTS

By entering you INITIALS to the statements below, you acknowledge that you have read and understand the requirements and conditions for receiving a Summer 2024 Whitman Internship Grant.

55. I understand that grant award are non-transferrable; funding is made towards the internship proposal, role, and organization submitted in this application. \*

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56. I understand that WIG recipients are not considered employees of Whitman College. \*

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57. I understand that WIG recipients are not covered under the insurance/ liability of Whitman College. \*

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58. I understand that WIG funding is made via an Educational Award and is considered taxable income. \*

Contact your tax advisor if you have any questions about reporting the education award.

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59. I understand that funding is contingent on my ability complete all grant requirements laid out in the WIG Student Contract. \*

*The CCEC reserves the right to withhold funding if requirements are not met/completed.*

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60. I understand that funding is awarded on a competitive basis and that not all applicants will receive funding. \*

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61. I acknowledge that I am in good academic standing and free of any conduct incidents or violations at Whitman College. \*

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62. I agree to complete a minimum of 200 hours this Summer. \*

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63. I acknowledge that if awarded the WIG, I will receive an educational award (to be paid out in 4 payments) if I meet all of the requirements. \*

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64. I affirm and agree that I have not utilized the assistance of ChatGPT or any similar AI-based tool to complete or enhance this application. I have independently and personally prepared all the content, responses, and materials presented in this application. I understand that any misrepresentation of this fact may result in disqualification from the grant application process.

Working closely with your internship supervisor is required, so you may use their words to inform your application.

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65. I acknowledge that I will not be supervised by a relative. \*

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66. I understand that I may not start my internship until after I have been awarded a WIG. \*

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### Submit Your Application

If you have completed all steps and answered all of the questions as instructed, submit your application. Once the application has been submitted you will not be able to make any changes. You can use the back arrow to return to any section of the application now.

If you need any assistance contact Nadine Stecklein at [stecklen@whitman.edu](mailto:stecklen@whitman.edu).



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