

Fall 2024

Whitman Internship Grant Application

This form is for students who interested in applying for Fall 2024 Whitman Internship Grant.

The deadline for submissions is **September 16th 11:59PM**

Please contact Nadine Stecklein, Assistant Director for Internship Programs, stecklen@whitman.edu if you have any questions. Extensions to the deadline cannot be made.

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 as soon as possible for more information.

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

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

We will let you know if you have been awarded a Whitman Internship Grant by September 23

* Indicates required question

1. Email *

STUDENT INFORMATION



WHITMAN COLLEGE

Career and Community
Engagement Center

2. First Name (provide legal name) *

3. Last Name (provide legal name) *

4. Preferred first name *

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

5. Whitman ID Number (WID) *

6. Class Year *

EX. 2023

7. Major(s) *

If you have not declared a major, yet put "Undeclared"

8. Minor(s)

9. 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.

Mark only one oval.

Yes

No

10. Current Phone Number *

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

11. Emergency Contact *

EX. First Name & Last Name, Relationship to you, (###) ###-#### (Dan Smith, Brother, 541.555.0505)

12. Previous Whitman-funded Internships *

How many WIG internships have you previously had? Select "0" if none.

Mark only one oval.

0

1

2

3

13. If you have previously been awarded a WIG, indicate when (ex. Spring 2024) and which organization you had your internship(s)?

Leave blank if you have not received the WIG before.

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

Mark only one oval.

Yes

No

INTERNSHIP INFORMATION

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

15. Internship Position Title *

What is your title?

16. Organization Name *

17. Organization Type *

Mark only one oval.

For-profit

Not-for-profit

Government Agency

18. Organization Address *

19. Internship location *

EX. Seattle, WA

20. 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

Maybe

21. What format is your internship in? *

Mark only one oval.

In person

Remote

Hybrid

22. Supervisor First Name *

23. Supervisor Last Name *

24. Supervisor Email *

25. Supervisor Title *

26. Supervisor Phone Number *

27. Is your supervisor a Whitman Alumni?

Mark only one oval.

Yes

No

Not Sure

28. Start Date *

Example: January 7, 2019

29. End Date *

Example: January 7, 2019

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

Mark only one oval.

Yes

No

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

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

You are required to work between 80-100 hours total.

33. 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
- Other

SHORT ANSWER QUESTIONS

Answer the following questions.

34. Brief Internship Description *

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

35. 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

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

200 words maximum

37. Provide a link to the organization's website. *

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

300 words maximum

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?](#)

39. 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? *

300 words maximum

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?

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

300 words maximum

CAREER AND COMMUNITY ENGAGEMENT CENTER INFORMATION

41. How did you secure this internship? *

Check all that apply

Mark only one oval.

- Handshake or other job board
- Your personal network
- Faculty
- Whitman Internship Grant Database
- Networking with a Whitman alumni
- Whitties Helping Whitties event
- Internship Listserv
- Other: _____

42. Did you receive help with your application from the Career & Community Engagement Center? *

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

43. Which mandatory information session did you attend? *

Select other if you met with Nadine individually to complete this requirement.

Mark only one oval.

August 22nd

September 4th

September 12

Other: _____

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

Mark only one oval.

Yes

No

45. When did you meet with a Career Coach or Student Career Advisor (SCA) to review your resume? *

Meeting with an SCA prior to applying is a requirement. Schedule an appointment on [Handshake](#).

Upload Forms

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

46. Resume (1 page in length) PDF *

Name the document First Name_Last Name Resume

Files submitted:

47. Student-Supervisor Contract (completed and signed) PDF

Name the document First Name_Last Name Supervisor Contract

Files submitted:

Did you complete the entire Whitman Internship Grant application?

Here is what you should have completed for the Whitman Internship Grant:

Submitted a pdf copy of your one-page (1) resume

Submitted a pdf copy of the student-supervisor contract, with signatures

Completed all short answer questions

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 Fall 2024 Whitman Internship Grant.

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

49. I understand that Whitman Internship grant recipients are not considered employees of Whitman College and therefor are not covered under the College's insurance/liability policies. *

50. 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.

51. 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.

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

53. I agree to complete between 80- 100 hours this Fall (working on average 10hrs/week). *

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

55. 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.

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

57. I understand that I must not start my internship until after I have been awarded a WIG. *

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

Submit Your Application

If you have completed all steps and answered all of the questions as instructed on the previous page, 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 .

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