

Whitman Internship Grant General Information for Supervisors

The funds for the Whitman Internship Grant are allocated by Whitman College. Each selected recipient will receive funding to participate in a semester or summer internship. The grant is considered an Educational Award (taxable income). Students are not considered employees of Whitman College, and are not covered under the College's liability or insurance policies. Students may apply for a grant if they are eligible to work in the U.S. and are enrolled at Whitman College full time during the term of the internship.

GUIDELINES FOR INTERNSHIP EXPERIENCES

1. To qualify for the grant, the internship you offer to the student must be unpaid and you must comply with the U.S. Department of Labor standards for unpaid internships (Fair Labor Standards Act, FLSA).
2. Students can receive academic credit for their internship only if they are enrolled in IDSC 125.
3. Internships must be relevant to the student's educational goals and/or career interests.
4. The internship must last the duration of the grant time frame for which they are applying:
Fall: September to December
Spring: January to May
Summer: May/June to August
5. A student may not work for a relative.
6. Students must complete an application that includes multiple short answer questions. You may assist your potential intern in strengthening their grant application by providing information about the organization and detailing the intern's responsibilities, training methods, criteria for evaluation, and mode of feedback.
7. Supervisors must sign the Whitman Internship Grant Student-Supervisor Contract to indicate their support.
8. Supervisors are expected to provide necessary safety training, an internship orientation, regular feedback (e.g. written, email, in-person), and evaluation to the intern.

TERMS OF INTERNSHIP

Interested students must have been offered the unpaid internship before they can apply for a Whitman Internship Grant. They are encouraged to contact potential agencies and supervisors and develop high-impact internships prior to applying. Once a student has been selected for funding, they may then begin their internship with their respective organization.