



WHITMAN COLLEGE

Career and Community
Engagement Center

Summer 2024 Whitman Internship Grant Important Information

The Whitman Internship Grant (WIG) is a competitive grant that provides \$4,000 (made in 4 payments) to help offset the cost of taking on an unpaid internship.

STUDENT ELIGIBILITY

- Students must be enrolled full time during the fall.
- Students must be in good academic standing and be free of any conduct incidents or violations.
- Interns need to complete a minimum of 200 hours this summer.
- Students may be eligible to apply and receive up to 3 terms of funding or 2 summer WIGs.
- International students must declare a major AND the internship must directly align with their major.

APPLICATION PROCESS

- Secure an unpaid internship that meets the Whitman Internship Grant requirements (complies with [FLSA Act](#), relevant to the student's educational goals or career interests, cannot involve activities that directly aid or assist a candidate or political party's effort to win a nomination or election, cannot be supervised by a Whitman faculty or employee, and cannot involve religious work).
- Discuss Short Answer Questions (see pg.2) with your internship supervisor.
- It is highly recommended that you meet with a Student Career Advisor to complete a resume review. You will submit a copy of your resume as part of the Whitman Internship Application.
- It is highly recommended that you attend a Whitman Internship Grant Information Session or [schedule a meeting with Nadine Stecklein](#). The session will focus on ways to make your application the strongest it can be.
- Submit the [Whitman Internship Grant Google Form](#) by **March 1, April 1, May 17**
- Students will be notified two weeks after the deadline.

CRITERIA FOR SELECTION

- Priority will be given to students pursuing their first Whitman Internship Grant
- Applications must be of high quality, thoughtful and articulate of how taking on this unpaid internship advances your academic and career goals.
- If you the applicant has previously worked with the organization, the application must demonstrate an increase in responsibilities from the previous experience



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SHORT ANSWER QUESTIONS

1. Describe your internship. What are your primary responsibilities, and what do you hope to learn (include skills, goals, and challenges)? *300 words max.*
2. Tell us about the organization/company you plan to intern for and describe its focus or mission. *200 words max.* Provide a link to the organization's website.
3. How is this internship related to your future education or career goals? Be specific. *300 words max.*
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 max.*
5. How would receiving a Whitman Internship Grant make it possible for you to participate in an unpaid internship? *300 words max.*
6. How did you secure this internship? *Check all that apply.*
 - Handshake or other job board
 - Whitman Internship Grant Database
 - Networking with a Whitman alumni
 - Your personal network
 - Whitties Helping Whitties Event
 - Faculty
 - Other: _____