WHITMAN COLLEGE

Career and Community
Engagement Center

# Important Information About the
# Summer 2025 Domestic Whitman Internship Grant

The Domestic Whitman Internship Grant (WIG) is a competitive grant that awards **$4,000** (distributed in four payments) to support students pursuing unpaid internships.

## STUDENT ELIGIBILITY

- Students must be enrolled full-time for the Fall 2025 semester.
- Students must be in good academic standing and have no conduct violations.
- Students are expected to complete a minimum of 200 hours of work over the summer.
- Students may receive funding for up to three terms or a maximum of two summer WIGs.
- International students must have declared a major, and the experience must directly align with their major.

## INTERNSHIP ELIGIBILITY

- Internships must abide by the U.S. Department of Labor Fair Labor Standards Act.
- Internships/research experiences must be high-impact and relevant to the student's educational goals and/or career interests.
- Internships/research experiences cannot take place at Whitman College, involve religious work, or involve political work that benefits a political party or candidate.
- Shadowing a medical professional or any other form of job shadowing is not eligible work for the Whitman Internship Grant.
- Internships/research experiences must last the duration of the grant timeframe (May-August).

## APPLICATION PROCESS

After securing an unpaid internship or research experience that meets the WIG requirements, please:

- Attend a mandatory Whitman Internship Grant Information Session (held in a hybrid format):
    - Tuesday, February 4, 12pm in Reid G02 – Register on Handshake
    - Wednesday March 12, 4pm in Reid G02 – Register on Handshake
    - Thursday, April 3, 12pm in Reid G02 – Register on Handshake
    - Monday, April 21, 4pm in Reid 240 – Register on Handshake
- Have your resume reviewed by a Student Career Advisor (SCA) or a CCEC team member. Schedule an appointment via Handshake. A tailored resume, specific to your internship or research experience, must be submitted with your application.
- Discuss the short-answer questions with your internship supervisor. Your supervisor will also need to sign the supervisor contract (can be signed electronically).
- Submit the Whitman Internship Grant Google Form by **Friday, March 14 or Monday, April 28.**
- Students will be notified of their application status within two to three weeks of the deadline.

**CRITERIA FOR SELECTION**

- Priority is given to students applying for their first Whitman Internship Grant.
- Applications should be well-crafted, thoughtful, and clearly articulate how the unpaid internship or research experience supports your academic and career goals.
- If you have previously received a Whitman Internship Grant and are continuing with the same organization, your application must clearly demonstrate expanded responsibilities beyond your previous experience.
- Your resume must be tailored to the internship/research experience.

**QUESTIONS FOR INTERNSHIPS**

*(Shown here for reference only - you will answer these questions within the Google Form.)*

**Internship Position Title:** *[Enter position title]*

**Organization/Company Name:** *[Enter organization name]*

**Organization Website:** *[Provide link]*

**Have you previously or are you currently employed (or volunteering) with this organization?**
☐ Yes ☐ No

**Organization Type:** ☐ For-Profit ☐ Not-for-Profit ☐ Government Agency

**Internship Format:** ☐ In-Person ☐ Remote ☐ Hybrid

**Organization Address:** *[Enter address]*

**Brief Internship Description (one sentence):** *[Provide a concise description of your internship]*

**Does your internship occur outside the U.S. or does it have a global/international focus?**
☐ Yes ☐ No ☐ Somewhat

**Supervisor's Information:**
**First & Last Name:**
**Title:**
**Email:**
**Phone Number:**

**Internship Start & End Dates:** *[MM/DD/YYYY - MM/DD/YYYY]*

**Average Weekly Hours:** *[Enter estimated weekly hours]*

**Total Estimated Hours:** *[Enter estimated total hours]*

**Select the career category that best describes your internship:**
☐ Arts & Communication
☐ Business
☐ Education
☐ Science, Engineering & Technology
☐ Environment & Sustainability
☐ Government, Law & Activism
☐ Health & Medicine
☐ Social & Human Services

**Is your supervisor a Whitman alum?** ☐ Yes ☐ No ☐ Not sure

**Is this internship connected to research for your thesis?** ☐ Yes ☐ No

## SHORT ANSWER QUESTIONS FOR INTERNSHIPS

1. Tell us about the organization/company you plan to intern for and describe its focus or mission. *(150-200 words)*

2. Describe your internship. What are your primary responsibilities and projects you will take on? How do they align with your academic or your career goals?*This is related to short to medium-term goals. If you are continuing with the same employer and this is your second WIG, you must demonstrate an increase in responsibilities. (250-300 words)*

3. What specific skills or knowledge do you hope to gain from this internship experience? What challenges do you anticipate? *(150-200 words)*

4. How does this internship align with your long-term career or educational aspirations? Please provide specific examples of how it supports your future goals. *(150-200 words)*

5. Who will you report to during your internship (include their title/role within the company/organization) and how will this person monitor and evaluate your performance? *(150-200 words)*

6. How do you plan to reflect on and evaluate your growth throughout the internship experience? *(150-200 words)*

7. Will this internship provide mentorship or networking opportunities? If so, provide examples and explain how they will contribute to your career development. *(150-200 words)*

8. How will this internship allow you to apply what you've learned in the classroom to real-world challenges? *(150-200 words)*

9. Does this internship provide training workshops or professional development opportunities? Does your supervisor have an onboarding and training plan in place for you? If so, what does that plan include? *(150-200 words)*

## QUESTIONS FOR RESEARCH EXPERIENCES

*(Shown here for reference only - you will answer these questions within the Google Form.)*

**Organization or School Where the Lab is Located:** *[Enter name]*

**Lab Name:** *[Enter lab name]*

**Lab/Organization Website:** *[Provide link]*

**Organization Type:** ☐ For-Profit ☐ Not-for-Profit ☐ Government Agency

**Lab/Site Address:** *[Enter address]*

**Research Opportunity Format:** ☐ In-Person ☐ Remote ☐ Hybrid

**Supervisor/Principal Investigator:**
**First & Last Name:**
**Title:**
**Email:**
**Phone Number:**

**Is your supervisor/principal investigator a Whitman alum?** ☐ Yes ☐ No ☐ Not Sure

**Start & End Dates:** *[MM/DD/YYYY - MM/DD/YYYY]*

**Is your research related to your thesis?** ☐ Yes ☐ No
***If yes, please explain how:***

**Total Estimated Hours:** *[Enter estimated total hours]*

**Select the career category that best describes your research opportunity:**
   ☐ Arts & Communication
   ☐ Business
   ☐ Education
   ☐ Science, Engineering & Technology
   ☐ Environment & Sustainability
   ☐ Government, Law & Activism
   ☐ Health & Medicine
   ☐ Social & Human Services

**Brief Research Description (one sentence):** *[Provide a concise, one-sentence description of your research experience]*

**SHORT ANSWER QUESTIONS FOR RESEARCH EXPERIENCES**

1. What research questions is the lab investigating? *Tell us about the research organization at which you plan to conduct your research; describe their mission and focus. (200-250 words)*

2. What type of science experiments or techniques does this lab use to answer its research questions? *(250-300 words)*

3. What skills, goals, and challenges might you come across during your research experience? *(200-250 words)*

4. How is this specific research going to help you figure out your next step in your science/career/educational journey? *(250-300 words)*

5. What is the organizational structure in the lab and where do you fit in? How often do meetings with the entire lab occur? *(150-200 words)*

6. Who is the person you will be working with on a daily basis? Will you have individualized meetings with the main supervisor of the lab? If so, how often?  How will this person monitor and evaluate your performance? *(250-300 words)*