



Important Information About the Summer 2025 Domestic Whitman Internship Grant

The 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.
- 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]*

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]*

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

Describe your internship. What are the primary responsibilities and projects that you will take on? How do they align with your academic major or your career goals? *(If this is your second WIG with the same employer, demonstrate increased responsibilities) (300 words max.)*

What specific skills or knowledge do you hope to gain from this internship experience? *(200 words max.)*

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

Does your internship occur outside of the U.S. or have a global/international focus?
 Yes No

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



(QUESTIONS FOR INTERNSHIPS, continued)

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

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

How does this internship align with your long-term career or educational aspirations?
(Provide specific examples) (300 words max.)

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

Who will you report to during your internship? *(Include their title/role and how they will monitor and evaluate your performance) (200 words max.)*

Supervisor's Information:

First & Last Name:

Title:

Email:

Phone Number:

Is your supervisor a Whitman alum? Yes No Not sure

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

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

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

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

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



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]*

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]*

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

Lab/Organization Website: *[Provide link]*

Is your research related to your thesis? Yes No

If yes, please explain how:

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

What research questions is the lab investigating? *(200 words max.)*



(QUESTIONS FOR RESEARCH EXPERIENCES, continued)

What type of science experiments or techniques does this lab use to answer its research questions? What skills, goals, and challenges might you encounter? (300 words max.)

How will this research experience help you determine your next steps in your science career or educational journey? (300 words max.)

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

What is the organizational structure at this lab, and where do you fit in? Who are you working with daily? How often do lab-wide meetings take place? Will you have individual meetings with the main supervisor, and if so, how often? (300 words max.)

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? (200 words max.)