



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

The International Whitman Internship Grant (IWIG) is a competitive grant that awards **\$5,500** (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](#)
- 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, April 4**.
- 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]*

**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)*



## TRAVEL AND SAFETY

The CCEC does not handle the visa and health insurance process. Students are responsible for their own visas and health insurance and need to provide specific visa information as part of their grant application.

### 1. What is the travel advisory level for the country you plan to travel to?

Travel Policy and Safety: Whitman College prioritizes student safety and well-being when traveling. We support travel to countries with a U.S. Department of State advisory level of 1 or 2. ***If the advisory level rises to 3, special approval is required. Travel to countries with a level 4 advisory is strictly prohibited.*** Please visit the U.S. Department of State's website and indicate below the current travel advisory level for your internship/research location.

- 1 Exercise Normal Precautions
- 2 Exercise Increased Caution
- 3 Reconsider Travel
- 4 Do Not Travel

### 2. What type of visa will you need/acquire for this internship/research?

Please demonstrate that you have researched the visa requirements for the country in which your internship/research will take place. Please explain the visa process and the type of visa you will need. Most countries require a specific type of visa to perform unpaid internships/research (not a tourist visa). While not required, you may consider using an outside provider for the visa process. Students studying abroad before or after the intended internship need to contact Nadir Ovcina in Whitman's Off-Campus Study office, their study abroad program, and the relevant embassy/consulate to make sure that they can combine an internship and study abroad experience. If you are or will be studying abroad, please contact Nadir before you apply for the International Whitman Internship Grant.

Note: Passports must be valid for 6 months beyond the date the student plans to return to the U.S. after the internship/research ends.

3. **References: Identify 1-2 references who can speak to your ability to spend the summer outside the United States and at your particular internship/research site.** Your reference(s) cannot be a relative, but may be someone at your proposed internship site who can communicate in English. Please list your reference information here (include full name, title, email, and phone number).
4. **Please demonstrate your familiarity with the host organization/company.** Describe your previous connections to the internship/research location, organization, or related issue, and demonstrate your familiarity with the country and city where the internship is based, including language and cultural aspects. (200 words max.)
5. **Share your understanding of the housing options.** Where will you be living? What is your plan for securing safe housing for the length of your internship/research opportunity? How far away is your housing from the site? How will you commute to and from your site? (200 words max.)



6. **Please describe your emergency plan.** How would you handle an unexpected challenge such as a medical emergency, stolen passport, lost credit card, or the sudden closure of your internship/research site? Describe your plan for addressing such situations, including who you would contact and how (e.g., nearest embassy, hospital, etc.). (200 words max.)
7. **Are you familiar with the local emergency services** and the proper procedures for contacting them in case of medical emergencies, accidents, or other unexpected situations? Please provide the contact number for the local authorities.
8. **What are the recommended vaccines for traveling to your destination country?** Have you received all the recommended or required vaccines for travel to your destination country? How far is the nearest hospital from your residence during the internship/research opportunity? The [U.S. Centers for Disease Control and Prevention website](#) describes health issues and risks as well as immunization recommendations for individual countries.
9. **Do you feel mentally and emotionally prepared for the challenges and uncertainties** that may arise during your travels? Do you know where to get support or counseling if you have any concerns or anxieties? Reminder: as a Whitman student, you have access to [UWill remote mental health therapy](#) through the Whitman Counseling Center, even while abroad.
10. **What measures have you taken to ensure your personal safety and security while traveling?** Have you made copies of important documents such as your passport, visa, and travel insurance?
11. **Do you have a reliable means of communication**, such as a local SIM card or international roaming service, to stay in touch with family, friends, or emergency contacts back home?
12. **How do you plan to share your experience with the Whitman community when you return?** Some examples include doing a presentation to a classroom or club, participating in the Whitman Undergraduate Conference, etc. Please be specific. (200 words max.)
13. **Do you have medical coverage/insurance for the country you plan to travel to? You will be required to provide proof of insurance.** *Note: If you are a U.S. citizen traveling abroad, you must purchase international travel insurance for the duration of your internship. U.S. citizens can purchase iNext Travel Insurance. Additional details will be provided if you are selected for the Whitman Internship Grant (WIG). International students traveling to their country of citizenship must provide proof of health insurance coverage.*
  - Yes
  - No
  - I will purchase iNext Travel Insurance if granted the WIG (this is only for U.S. citizens)