

# Summer 2025 Whitman Internship Grant Application - U.S. /Domestic

This form is for Whitman College students applying for the 2025 Whitman Internship Grant to support an educational experience, such as an internship or research opportunity, taking place in the United States with a U.S. based company or organization during summer 2025.

## Deadlines

- **First Deadline:** Applications must be submitted by **11:59 PM on Friday, March 14, 2025**, to be reviewed in the first round.
- **Final Deadline:** Applications received after March 14 will be reviewed with the second and final deadline of **11:59 PM on Monday, April 28, 2025**.

## Important Information for International Students

International students applying for a U.S.-based internship must obtain Curricular Practical Training (CPT) authorization. Attendance at one of the **CPT Information Sessions** (listed below) is required. Please contact Lindsay Szramek at [szramela@whitman.edu](mailto:szramela@whitman.edu) if you have any questions.

CPT sessions take place in Science 151 from 4:00pm-5:00pm on the following dates:

- Tuesday, March 11
- Tuesday, April 8
- Wednesday, April 23

## Application Requirements:

Your resume must be reviewed by a Student Career Advisor or CCEC team member **during the Spring 2025 semester**.

You are **required to attend one of the Whitman Internship Grant Information Sessions listed below**. Previous attendance at a session in the fall semester or earlier this spring does not fulfill this requirement.

- Tuesday, February 4: 12 PM, Reid G02
- Wednesday, March 12: 4 PM, Reid G02
- Thursday, April 3: 12 PM, Reid G02
- Monday, April 21: Reid 240

Refer to the [Whitman Internship Grant website](#) for important details, including the required supervisor contract.

## Award Notifications

You will be notified of your Whitman Internship Grant status by **March 31, 2025**, for applications submitted by the **March 14 deadline**, and by **May 16** for applications submitted by the **April 28 deadline**.

If you have any questions, contact **Nadine Stecklein** at [stecklen@whitman.edu](mailto:stecklen@whitman.edu).

**Note:** A copy of your submitted application will be emailed to you for your records.

\* Indicates required question

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1. Email \*

## Resume Review & Info Session Requirements

To apply, you are required to attend an information session this spring listed above (attendance at previous sessions from earlier in the year will not count). Your resume needs to be reviewed by a Student Career Advisor or CCEC team member during the spring 2025 semester. **Both requirements are mandatory, and applications will not be accepted without completing them.**

2. When did you attend an information session? \*

Mark only one oval.

- Tuesday, February 4th
- Thursday March 12th
- Thursday, April 3rd
- Monday, April 21st
- Other- Met with Nadine 1:1

3. When was your resume reviewed, and who conducted the review? \*

Include the date of the resume review and the name of the person who reviewed your resume.

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STUDENT INFORMATION

4. First Name (provide legal name) \*

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5. Preferred First Name

EX. Tori (instead of Victoria), if none please leave blank

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6. Last Name (provide legal name) \*

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7. Whitman ID Number (WID) \*

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8. Expected Graduation Year \*

EX. 2026

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9. Major(s) \*

If you have not declared a major, yet put "Undeclared." \*If you are an international student, you are REQUIRED to have declared your major.

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10. Minor(s)

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11. Concentration(s)

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12. Current Phone Number \*

(###) ###-####

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13. Emergency Contact \*

EX. First Name & Last Name, Relationship to you, phone number (###) ###-#### (Dan Smith, Brother, 541-555-0505)

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14. Previous Whitman-funded Internships \*

How many CCEC-funded internships have you previously had? Select "0" if none.

*Mark only one oval.*

0

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15. If you have previously been awarded a WIG, please indicate the year and semester and list the organization's name.

Leave blank if you have not been awarded a WIG in the past.

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16. Are you a first generation college student?

You are considered a first generation student if your parent(s) did not complete a 4-year college or university degree, regardless of other family member's level of education. **This information is optional and not answering it will not prevent you from receiving a WIG. It will only be used to determine possible funding sources.**

*Mark only one oval.*

Yes

No

17. Are you planning to register for the IDSC 125 Course? If so, who do you plan to have as your faculty advisor?  
IDSC 125 is a 1 credit academic course, approved by the major adviser, and supervised by a member of the CCEC, connects formal off-campus student experiences in applied settings (e.g. internships) with their academic major. This is required for students that need to pursue Curricular Practical Training (CPT). Using CPT, allow a student with F1 Visa status to work off campus for an organization in the capacity as an intern.

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18. Are you planning any additional research or internship opportunities alongside this proposed one? \*  
Include the organization/company name and approximately how many hours of work a week you plan to do. If you are not planning any additional opportunities, enter No.

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19. Is this experience a research opportunity in a STEM field? \*  
STEM Fields include: Biology, BBMB, BB&C, Chemistry, Math, Computer Science, Physics, Geology, Astronomy

Mark only one oval.

YES

NO Skip to question 42

### Research

Questions in this section are related to the proposed research that you are seeking grant funding for.

20. Organization or School that Lab is located at \*  
Please provide the name of the organization or school where the lab is located.  
Ex. Seattle Children's Hospital or University of Washington

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21. Lab Name \*  
Ex. The Monnat Lab

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22. Provide a link to the lab/organization's website. \*

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23. Organization Type \*

Mark only one oval.

- For-profit
- Not-for-profit (most colleges and universities fall under this category)
- Government Agency

24. Address of Lab/Site \*

Provide the physical location where you will be working, including the street address, city, state and ZIP code.

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25. What format is the research opportunity? \*

Mark only one oval.

- In-person
- Remote (work is performed outside a central workplace)
- Hybrid (a combination of remote work and in-person tasks)

26. Supervisor/Principal Investigator's First and Last Name \*

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27. Supervisor/Principal Investigator's Title \*

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28. Supervisor/Principal Investigator's Email \*

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29. Supervisor/Principal Investigator's Phone Number \*

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30. Is your supervisor/principal investigator a Whitman alumni? \*

This will not be considered for or against you; it is for informational purposes only.

Mark only one oval.

- Yes
- No
- Not Sure

31. Start Date \*

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Example: January 7, 2019

32. End Date \*

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Example: January 7, 2019

33. Is this research related to your thesis? If yes, please explain how. \*

This will not be considered for or against you; it is for informational purposes only.

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34. How many total hours (estimated) will you work? \*

A minimum of 200 hours total is required. Going over that amount is acceptable.

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35. Select the career category that best describes your research opportunity.

 Dropdown

*Mark only one oval.*

- Arts & Communication
- Business
- Education
- Science, Engineering & Technology
- Environment & Sustainability
- Government, Law & Activism
- Health & Medicine
- Social & Human Services

36. Brief Research Description \*

Please use your words to summarize the focus of the research in **one sentence**.

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37. What research questions is the lab investigating? \*

*200 words maximum*

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38. What type of science experiments or techniques does this lab use to answer it's research questions? What skills, goals, and challenges might you come across? \*

For example: bench work, field work, computer modeling etc. **300 words maximum.**

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39. How is this specific research going to help you figure out your next step in your science/career/educational journey? \*

**300 words maximum**

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40. What is the organizational structure in lab and where do you fit in? How often do meetings of everyone who works in the lab occur? \*

**200 words maximum**

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41. Who is the person you are working with on a daily basis? Will you have individualized meetings with the main supervisor of the lab? And if so, how often? How will this person monitor and evaluate your performance? \*

**200 words maximum**

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*Skip to question 71*

## INTERNSHIP INFORMATION

Questions in this section are related to the proposed internship for which you are seeking grant funding.

42. Internship Position Title \*

Ex. Marketing Intern

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43. Organization/Company Name \*

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44. Provide a link to the organization's website. \*

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45. Have you previously or are you currently employed (or volunteer) by this organization? \*

Mark only one oval.

Yes

No

46. Organization Type \*

Mark only one oval.

For-profit

Not-for-profit

Government Agency

47. What format is your internship in? \*

Mark only one oval.

In person

Remote (work is performed outside a central workplace)

Hybrid (a combination of remote work and in-person tasks)

48. Organization Address \*

Please include the company's/organization's address(street, state zip code). If you are completing a remote internship please provide the address for the organization's headquarters.

Ex. 123 Cherry Street Walla Walla, WA 99362

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49. Brief Internship Description \*

In **once sentence**, please use your words to summarize the focus of your internship.

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50. Does your internship occur outside of the U.S. or does it have a global/international focus? \*

Please mark yes if you are doing your internship outside of the U.S. Your internship could be considered global or having an international focus if it involves engaging with entities such as the World Bank, International Trade Organization, Save the Children, Human Rights Watch, etc. to address and contribute to global issues and initiatives.

Mark only one oval.

Yes

No

Somewhat

51. Supervisor's First & Last Name \*

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52. Supervisor's Title \*

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53. Supervisor's Email \*

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54. Supervisor's Phone Number \*

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55. Start Date \*

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*Example: January 7, 2019*

56. End Date \*

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*Example: January 7, 2019*

57. How many hours per week (on average) do you plan to work? \*

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58. How many total hours (estimated) will you work? \*

You are expected to work at least 200 hours total to be eligible for the Whitman Internship Grant.

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59. Select the career category that best describes your internship. \*

Mark only one oval.

- Arts & Communication
- Business
- Education
- Science, Engineering & Technology
- Environment & Sustainability
- Government, Law & Activism
- Health & Medicine
- Social & Human Services

60. Is your supervisor a Whitman Alumni? \*

This will not be considered for or against you; it is for informational purposes only.

Mark only one oval.

- Yes
- No
- Not sure

61. Is this internship connected to research for your thesis? \*

This will not be considered for or against you; it is for informational purposes only.

Mark only one oval.

- No
- Yes

**SHORT ANSWER QUESTIONS FOR INTERNSHIPS**

62. 1. Tell us about the organization/company you plan to intern for and describe its focus or mission. \*

**200 words maximum**

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63. 2. Describe your internship. What are your primary responsibilities and projects you will take on? How do they align with your academic major or your career goals? \*

If you are continuing with the same employer and this is your second WIG, you must demonstrate an increase in responsibilities. **300 words maximum**

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64. 3. What specific skills or knowledge do you hope to gain from this internship experience? \*

**200 words maximum**

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65. 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. \*

For example, if you plan to intern this summer in a youth coaching position and you majoring in Math, you might consider exploring a career in teaching. You would state that this opportunity allows you to work closely with youth, providing valuable insights into whether teaching is a good fit for you. If you need an idea about possible career paths visit [What Can I do with a Major in?](#) **300 words maximum**

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66. 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? \*

Will you have regular check-ins (how often and in what format)? What about performance reviews (mid-point, end-of-internship)? Will peer feedback (from whom) and metrics or key performance indicators (be specific) be discussed? Will you do a self-assessment? **200 words maximum**

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67. 6. How do you plan to reflect and evaluate your growth throughout the internship experience? \*

*200 words maximum*

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68. 7. Will this internship provide mentorship or networking opportunities? If so, please provide examples and explain how they will contribute to your career development. \*

*200 words maximum*

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69. 8. How will this internship allow you to apply what you've learned in the classroom to real-world challenges? \*

*200 words maximum*

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70. 9. Does this internship provide training workshops, professional development. Does your supervisor have an onboarding plan in place, if so what does that plan include? \*

*200 words maximum*

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General Information

71. How would receiving a Whitman Internship Grant enable you to participate in an unpaid internship, and what impact would this funding have on your ability to pursue this opportunity? \*

Explain how the funding will enable you to fully participate in the internship by addressing specific financial barriers, such as covering living expenses, transportation etc. Highlight the significance of this opportunity in advancing your academic or career goals. **200 words maximum**

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72. How did you secure this internship/ research opportunity? \*

*Mark only one oval.*

- Faculty
- Handshake or other job board
- Internship Listserv
- Networking with a Whitman alumni
- Whitman Internship Grant Database
- Whitties Helping Whitties event
- Your personal network
- Other: \_\_\_\_\_

73. Did you receive help with your application from the CCEC? \*

This includes meeting with any career coaches or student career advisors to review or ask questions regarding the WIG application.

*Mark only one oval.*

- Yes
- No

74. When exploring internship/research opportunities did you search for funded opportunities? \*

*Mark only one oval.*

- Yes
- No

75. What is your plan if you do not receive the Whitman Internship Grant? \*

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## Upload Resume and Signed Supervisor Contract

Upload your documents as PDFs. Use the format **FirstName.LastName** followed by the document type. For example: **FirstName.LastName-Resume** or **FirstName.LastName-SupervisorContract**.

76. One-page resume tailored to the internship or research position. \*

Files submitted:

77. Student-Supervisor Contract (completed and signed) PDF \*

Files submitted:

## ACKNOWLEDGEMENTS & AGREEMENTS

By entering you INITIALS to the statements below, you acknowledge that you have read and understand the requirements and conditions for receiving a Summer 2025 Domestic Whitman Internship Grant.

78. I understand that grant award are non-transferrable; funding is made towards the internship/research experience proposal, role, and organization submitted in this application. \*

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79. I understand that WIG recipients are not considered employees of Whitman College. \*

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80. I understand that WIG recipients are not covered under the insurance/ liability of Whitman College. \*

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81. I understand that WIG funding is made via an Educational Award and is considered taxable income. \*  
Contact your tax advisor if you have any questions about reporting the education award.

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82. I understand that funding is contingent on my ability complete all grant requirements laid out in the WIG Student Contract. \*

*The CCEC reserves the right to withhold funding if requirements are not met/completed.*

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83. I understand that funding is awarded on a competitive basis and that not all applicants will receive funding. \*

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84. I acknowledge that I am in good academic standing and free of any conduct incidents or violations at Whitman College. \*

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85. I agree to complete a minimum of 200 hours this summer. \*

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86. I acknowledge and understand that the College will not reimburse any travel expenses or purchases made before receiving the grant payment. \*

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87. I acknowledge that if awarded the WIG, I will receive an educational award (to be paid out in 4 payments) if I meet all of the requirements. \*

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88. I affirm and agree that I have not utilized the assistance of ChatGPT or any similar AI-based tool to complete or enhance this application. I have independently and personally prepared all the content, responses, and materials presented in this application. I understand that any misrepresentation of this fact may result in disqualification from the grant application process. \*

Working closely with your internship supervisor is required, so you may use their words to inform your application.

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89. I acknowledge that I will not be supervised by a relative. \*

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90. I acknowledge that I cannot begin my internship or research until I receive official email confirmation of being awarded a Whitman Internship Grant (WIG). \*

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### Submit Your Application

If you have completed all steps and answered all of the questions as instructed, submit your application. Once the application has been submitted you will not be able to make any changes. You can use the back arrow to return to any section of the application now.

If you need any assistance contact Nadine Stecklein at [stecklen@whitman.edu](mailto:stecklen@whitman.edu).