

# Summer 2025 Whitman Internship Grant Application - International

This form is for Whitman College students applying for the 2025 International Whitman Internship Grant to support an educational experience, such as an internship or research opportunity, **taking place outside of the United States during the summer of 2025.**

**Deadline:** Applications must be submitted by **11:59 PM on Friday, April 4 (NO extensions).**

## 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

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 **Monday, April 21, 2025.**

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.

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\* Indicates required question

1. Email \*

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## Resume Review & Information 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 4
- Wednesday, March 12
- Thursday, April 3
- 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."

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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

1

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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 any additional research or internship opportunities alongside this proposed one? \*

Include the organization/company name and approximately how many hours per week you plan to work. If you are not planning any additional opportunities, enter none.

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18. 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 41

### Research Questions

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

19. Organization or School Name that Lab is located at \*

Please provide the name of the organization or school where the lab is located.

Ex. University of Global Health Equity

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20. Lab Name \*

Ex. The Innovations Lab

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

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22. Organization Type \*

Mark only one oval.

For-profit

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

Government Agency

23. Address of Lab/Site \*

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

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24. 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)

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

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26. Supervisor/Principal Investigator's Title \*

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27. Supervisor/Principal Investigator's Email \*

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

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29. 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

30. Start Date \*

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*Example: January 7, 2019*

31. End Date \*

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*Example: January 7, 2019*

32. Is your 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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33. 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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34. 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

35. Brief Research Description \*

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

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

**200 words maximum**

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37. 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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38. 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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39. 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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40. 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 70*

## INTERNSHIP INFORMATION

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

41. Internship Position Title \*

Ex. Marketing Intern

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42. Organization/Company Name \*

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

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

Mark only one oval.

Yes

No

45. Organization Type \*

Mark only one oval.

For-profit

Not-for-profit

Government Agency

46. 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)

47. 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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48. Internship Country \*

Ex. Germany

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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. Supervisor's First & Last Name \*

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51. Supervisor's Title \*

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52. Supervisor's Email \*

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53. Supervisor's Phone Number \*

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54. Start Date \*

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*Example: January 7, 2019*

55. End Date \*

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*Example: January 7, 2019*

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

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

⌵ Dropdown

*Mark only one oval.*

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

59. 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

60. Is your internship 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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### SHORT ANSWER QUESTIONS FOR INTERNSHIPS

61. 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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62. 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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63. 3. What specific skills or knowledge do you hope to gain from this internship experience? \*

**200 words maximum**

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64. 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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65. 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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66. 6. How do you plan to reflect on and evaluate your growth throughout the internship experience? \*

**200 words maximum**

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67. 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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68. 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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69. 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?

200 words maximum

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#### 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.

#### Travel Advisory Levels

The graphic displays four levels of travel advisories, each with a numbered circle and a corresponding colored bar:

- 1** Exercise normal precautions (dark blue bar)
- 2** Exercise increased caution (yellow bar)
- 3** Reconsider travel (orange bar)
- 4** Do not travel (red bar)

70. 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's website](#) 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.

Mark only one oval.

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

71. 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 and their study abroad program as well as the embassy/consulate to make sure that they can combine an internship and study abroad experience. If you are/will be studying abroad, please contact Nadir before you apply for the International Whitman Internship Grant.

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

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72. 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).

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73. 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 maximum**

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74. 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 maximum**

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75. 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 maximum**

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76. 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. \*

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77. 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 [Centers for Disease Control website](#) describes health issues and risks as well as immunization recommendations for individual countries.

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78. 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.

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79. 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? \*

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80. 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? \*

Please explain.

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81. 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 Undergraduate Research conference etc. Please be specific!

**200 words maximum**

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82. 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.

*Mark only one oval.*

Yes

No

I will purchase iNext if granted the WIG (this is only for U.S. citizens)

83. 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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84. 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: \_\_\_\_\_

85. 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

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

*Mark only one oval.*

- Yes
- No

87. 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**.

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

Files submitted:

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

Files submitted:

## ACKNOWLEDGEMENTS & AGREEMENTS

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

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

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

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

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93. 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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94. I understand that funding is contingent on my ability to 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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95. I understand that funding is awarded on a competitive basis and that not all applicants will receive funding. \*

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

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

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98. 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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99. 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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100. 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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101. I acknowledge that I will not be supervised by a relative. \*

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102. 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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103. I understand that if the travel advisory level increases to 3, I must notify Nadine Stecklein. **If it reaches level 4, I will not be permitted to travel to that country and will be ineligible to apply for the Whitman Internship Grant.** \*

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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).