Who is eligible for the program?

- Any Whitman student who is eligible to work in the U.S. and is currently enrolled at Whitman College. For summer grants, student must be enrolled for the consecutive term.
- Student must be in good academic standing and compliant with conduct of the College.
- International students who are green card holders or are approved for OPT are eligible. (Contact Jennifer Lopez with any questions.)
- The Whitman Internship Grant funds internships on a competitive basis. We encourage applications from students who have not received an internship grant in the past. Students who have received a grant may be limited to no more than 3 terms of funding, but applications will be considered on a case by case basis.

What are the internship requirements?

- The internship must be unpaid.
- Internships need to be high-impact; academically and professionally relevant experiences at non-profit, for-profit, or government offices1 (national/international opportunities considered based on grant proposal).
- Students are expected to have significant contact with the organization.
- Internships must not take place at Whitman College and must not involve religious work.
- The internship should last the majority of the grant timeframe applied for:
  - Academic year internship: must last the majority of the academic year (late September–late May).
  - Fall semester internship: must last the majority of the fall semester (late September–late December).
  - Spring semester internship: must last the majority of the spring semester (mid January-mid May).
  - Summer internship: must last the majority of the summer (late May–late August).

How do I receive funding?

- First, read all of this application packet. Pay attention to the Criteria of Evaluation for Proposals (page 2). If you have further questions, reach out to a SEC staff member. Review entire application before submission.
- If selected, student will receive an Educational Award to be disbursed over the span of the internship length.
- To ensure receipt of all funding of student’s Educational Award, student must complete a number of grant requirements each month (e.g. meetings, blog posts, surveys, workshops, final project/presentation, etc.). The SEC reserves the right to withhold funding if requirements are not met/completed. You may not receive all of your monthly payments if you fail to complete monthly requirements.
- Please note: The Whitman Internship Grant is considered an Educational Award (taxable income). This means that you are not considered a Whitman College employee and will not be on Whitman’s regular payroll. Please reach out to your tax adviser if you have questions about the award.

When will I know if I have been selected?

- The SEC will announce grant recipients about one (1) week after the application deadline.

Late, incomplete or incorrect materials will not be accepted.

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1 If you are interning for a political party, a federal, state or local elected official you must not be involved in activities that directly aid or assist a candidate’s or political party’s efforts to win a nomination or an election (e.g. campaigning, registering citizens to vote or transporting voters to the polls if this is directly favoring a particular party or candidate).
WHITMAN INTERNSHIP GRANT APPLICATION
CRITERIA FOR EVALUATION OF PROPOSALS

To maximize your chances for funding, please carefully review the following criteria on which proposals will be evaluated and prioritized. (Note: part of the experience of this internship is the application process, so the quality, thoughtfulness and accuracy of your application will be taken into consideration!)

- You must have been offered the internship before you apply for the Whitman Internship Grant.
- Applications are evaluated for clarity and presentation. Details, sentence quality, and understandable explanations will increase your chances of being funded. Proofread before you submit your application!
- Your proposed internship must be relevant to your educational goals or career interests. The majority of your internship should be spent in activities designed to stimulate learning and gain experience.
- You should receive consistent feedback and guidance from your supervisor. Include the Criteria for Evaluation as well as how often and what type of feedback your supervisor will give.
- Evidence of your initiative and commitment to the position is also important. In your application you should describe how you researched, developed and obtained the position.
- Your supervisor must read the entire application and sign the supervisor contract.
- Applications must be typed on a computer and submitted through the link given at the end of this packet. (Student-Supervisor Contract and Resume should be uploaded through the given platform as PDF files)
- Short answer questions must be original work and in your own words. Do not copy information from the organization’s web site or position description.
- A relative may not supervise the internship.
- If you have previously worked in the internship or with the organization, you must demonstrate an increase in responsibility from previous experience.

➢ GRANT AWARDS ARE MADE ON ORIGINAL PROPOSALS AND WILL NOT BE TRANSFERRED TO AN INTERNSHIP AT A DIFFERENT SITE OR FOR ANOTHER POSITION. YOU MUST REMAIN IN YOUR POSITION THE ENTIRE FUNDING PERIOD.

➢ RECIPIENTS ARE REQUIRED TO COMPLETE INTERNSHIP BLOG POSTS, ON-SITE PHOTOS, REFLECTION SURVEYS, ETC.

➢ FUNDING IS CONTINGENT UPON ON-TIME COMPLETION OF GRANT REQUIREMENTS.
WHITMAN INTERNSHIP GRANT APPLICATION

Application Process

1. Find an internship

   • Meet with your potential supervisor and determine the scope of the internship (position description, intended work schedule, project details, training, feedback and supervisory/evaluation criteria and process).
   • Provide your supervisor with the “Supervisor Information” sheet, which outlines their responsibilities and a copy of the Department of Labor Standards for Unpaid Internships Fact Sheet #71 FLSA (included in this packet).
   • Have your supervisor sign the “Student-Supervisor Contract” and sign it yourself (included in this packet).

2. Fill out this entire packet. Be sure to scan and attach your resume.

   Applicants must submit all three components (application, resume, and contract) to be considered. No late, incomplete or incorrect materials will be accepted.

   To submit application, email packet + resume to secapplications@whitman.edu.

   No changes are allowed after submission.
WHITMAN INTERNSHIP GRANT APPLICATION

SUPERVISOR INFORMATION

GENERAL INFORMATION FOR SUPERVISORS

The funds for the Whitman Internship Grant are allocated by Whitman College. Each student selected to receive funding will be paid for an academic year-long internship, fall semester internship, spring semester internship, or summer internship. The grant is considered an Educational Award (taxable income). Students are not considered employees of Whitman College.

Students are eligible for this program if they are eligible to work in the U.S., are enrolled at Whitman College during the term of the internship (for summer awards, students must be enrolled at Whitman for the consecutive term) and are in good academic and conduct standing with the College.

GUIDELINES FOR INTERNSHIP EXPERIENCES

1. To qualify for the grant, the internship you offer to the student must be unpaid and comply with the U.S. Department of Labor standards for unpaid internships (Fair Labor Standards Act, FLSA).

2. Internships must be relevant to the student’s educational goals and/or career interests.

3. A student must not work for a relative.

4. Students must respond to a short-answer questionnaire in their application. The application evaluation committee thoroughly analyzes these answers. You can help strengthen these materials by providing the student with information about your organization, their responsibilities, training methods, criteria for evaluation, mode of feedback, and the amount of time they will spend with you.

5. Supervisors must sign the Whitman Internship Grant Student-Supervisor Contract to indicate their support.

6. Supervisors are expected to provide necessary safety training, an internship orientation, regular feedback (e.g. written, email, in-person), and evaluation to the intern.

TERMS OF INTERNSHIP

The academic year-long internship must last the majority of the academic year (late September – late May). Whereas the semester-long internship must last the majority of the semester (fall semester: late September – late December and spring semester mid January-mid May) and the summer internship must last the majority of the summer (late May-mid August). Students are expected to have significant contact with your organization.

Student applications will be accepted until the given deadline (please refer to the Whitman Internship Grant application google form-for specific date). Interested students must be offered the unpaid internship before they can apply. The Whitman Internship Grant application process is part of the experience. Students are encouraged to contact potential agencies and supervisors, develop meaningful internships, and submit applications early to have the best chance to access available funds.
WHITMAN INTERNSHIP GRANT APPLICATION

STUDENT-SUPERVISOR CONTRACT

Please complete this form and submit as PDF file with both, Supervisor and student, signatures.

Student Name (provide legal name, please print): ________________________________

Internship Organization: _______________________________________________________

Supervisor Name, Title and Email (provide legal name, please print): ________________

Grant applying for: ____________________________________________________________

Student

By providing my signature below, I acknowledge that I have been offered the internship at ___________ 
_______________________________. The internship start and end date are as follows, ___________ 
_______________________________. If I am awarded the funding, I will complete the internship and associated 
internship requirements set by Whitman College. I understand that the internship funding is not transferable.

I have authorized the Student Engagement Center to verify with the Dean of Students office that I am in good standing 
with Whitman College, both academically and in conduct.

Student’s signature/date: _________________________________________________________

Student’s WID#: ________________________________

Supervisor

By providing my signature below, I acknowledge that I have read and approved the student’s internship application 
including the short answer questions. I have read the Whitman Internship Grant Supervisor Information sheet and I 
certify that this is an unpaid internship that meets the Department of Labor Standards for Unpaid Internships (Fact 
Sheet #71 in the addendum).

I also agree to support the intern’s educational and career goals (e.g. by attending meetings out of the office, 
introducing them to staff and community partners, sharing relevant readings and news, providing informational 
interviews, etc.,) and I agree to provide regular feedback (email, written, in-person). I further certify that I will set up 
and provide the necessary safety training, an orientation to the organization/project and that I will schedule regular 
meetings with the intern.

I understand that students interning for a political party, a federal, state or local elected official must not be involved 
in activities that directly aid or assist a candidate’s or political party’s efforts to win a nomination or an election (e.g. 
campaigning, registering citizens to vote or transporting voters to the polls if this is directly favoring a particular party 
or candidate). I also understand that all meetings with Whitman students must take place in public spaces and must 
not take place in private residences.

Internship Supervisor’s signature/date: ____________________________________________
Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).¹

Background
The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students
Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

¹ The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

Where to Obtain Additional Information
This publication is for general information and is not a regulation. For additional information, visit our Wage and Hour Division Website: http://www.wagehour.dol.gov and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4-USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243

Contact Us
2019-20 Whitman Internship Grant Application

This form is only for students who are eligible to work in the U.S. and are applying for a 2019-20 Academic Year Whitman Internship Grant in the United States.

The deadlines are as follows: 1) Sunday, September 22nd for fall and academic year-long grants, 2) Sunday, December 15th for spring grants, 3) if you are interested in a summer grant please contact Mitzy Rodriguez, Assistant Director for Internship Programs, rodrigmy@whitman.edu for more information.

* Required

General Information

1. First Name (provide legal name) *

2. Last Name (provide legal name) *

3. Preferred first name *
   EX. Tori (instead of Victoria), if none please enter your first (legal) name.

4. Whitman ID Number (WID) *

5. Whitman Email *

6. Whitman Username *
   EX. rosejn
7. Class Year *
   EX. 2021

8. Major(s) *
   If you have not declared a major, yet put "Undeclared"

9. Minor(s)

10. Permanent Home Address *
    EX. 143 Main St.

11. Hometown *
    EX. Corvallis, OR

12. Current Phone Number *
    (###) ###-####

13. Emergency Contact *
    EX. First Name & Last Name, Relationship to you, (###) ###-#### (Dan Smith, Brother, 541.555.0505)
    How many SEC-funded internships have you previously had? Select "0" if none. Mark only one oval.

14. Previous Whitman-funded Internships *

   □ 0
   □ 1
   □ 2
   □ 3
15. If so, when and where did you have this internship? Leave blank if none previously.

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Internship Information

16. Which Whitman Internship Grant are you applying to? * 
Mark only one oval.
- [ ] 2019-20 Academic Year WIG 2019 Fall Semester WIG
- [ ] 2020 Spring Semester WIG 2020 Summer WIG
- [ ] 2020 Summer International WIG

17. Internship or Position Title *

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18. Internship Description *

---

19. Organization Name *

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20. Organization Type *
Mark only one oval.
- [ ] For-profit
- [ ] Not-for-profit Government
- [ ] Agency

21. Organization Address *
22. Internship location *
   EX. Seattle, WA

23. Supervisor First Name *

24. Supervisor Last Name *

25. Supervisor Email *

26. Supervisor Title *

27. Supervisor Phone Number *

28. Have you previously or are you currently employed by this organization? *
   Mark only one oval.
   - Yes
   - No

29. Will you be working for or supervised by a relative? *
   Mark only one oval.
   - Yes
   - No

30. Start Date *
   Example: December 15, 2012

31. End Date *
   Example: December 15, 2012

32. Hours per week *

33. Total hours *
34. Please 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

Short Answer Questions
Answer the following questions in your own words. DO NOT exceed the word count.

35. What will you be doing in your internship? *
Please include a BRIEF (<30 words) description of your internship. Example: Interviewing women in positions of leadership conducting a workshop about feminism for young girls at a summer program.

36. Describe the focus or mission of the organization. (100 words) *

37. Describe your internship project. What are your primary internship responsibilities and what will you do to accomplish your work? (Be specific!) (200 words) *
38. How is this internship related to your future educational and career goals? (150 words)

39. What a) skills will you gain from this internship, what b) goals have you set for yourself and what c) challenges do you anticipate during the internship? (Be specific!) (200 words)

40. Describe the a) criteria and b) method of evaluation for your internship. What does the final evaluation look like? How will you be trained, how will you be supervised and how much time will you spend with your supervisor (e.g. weekly or bi-weekly meetings)? (200 words)

41. How did you secure this internship? (100 words)
42. ONLY ANSWER THIS QUESTION IF YOU ARE APPLYING FOR THE YEAR-LONG GRANT. How will your experience allow you to grow both professionally and personally over the course of the year as opposed to a single semester? Please describe in more detail how your project responsibilities will increase and how the work and experiences of the second semester will build on those of the first? (200 words) *

---

**Student Engagement Center Info**

43. Did you receive help with your application from the SEC? *
   
   *Mark only one oval.*

   - [ ] Yes
   - [ ] No

44. Where did you find this internship? *
   
   *Mark only one oval.*

   - [ ] Handshake
   - [ ] SEC Whitman Internship Database
   - [ ] An alumni contact
   - [ ] Your personal network
   - [ ] Whitties Helping Whitties event
   - [ ] Other:

---

**Attach Forms**

Please scan and attach documents as PDF files, other formats will not be accepted.

45. Resume (1 page in length) *

46. Student-Supervisor Contract (completed and signed) *

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**Did you complete the entire Whitman Internship Grant application?**

Here is what you should have completed for the Whitman Internship Grant:

- This entire packet and attached 1-page resume and Student-Supervisor Contract (completed and signed)

- Selected the correct Whitman Internship Grant (i.e. fall, spring, academic year, or summer grant)

- Completed all applicable short answer questions
Submit Your Application

If you have completed all steps and answered all of the questions as instructed on the previous page, please submit your application by scanning and emailing entire packet as a PDF to secapplications@whitman.edu.

Once the application has been submitted you will not be able to make any changes.

For any questions, please contact Mitzy Rodriguez our Assistant Director for Internship Programs at rodrigmy@whitman.edu.

If you need any assistance please contact the SEC staff.