2019-20 WHITMAN INTERNSHIP GRANT APPLICATION
PROGRAM OUTLINE AND REQUIREMENTS

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, students are enrolled for the consecutive term) is qualified to apply.
- Students must be in good academic and conduct standing with the College.
- International students who are green card holders or are approved for OPT/CPT are eligible. (Please talk to Greg Lecki if you have further questions.)
- We fund internships on a competitive basis. However, we encourage applications from students who have not received an internship grant in the past. Students may be limited to no more than 3 terms of funding, but applications will be considered on a case by case basis.

International Students

- If selected for a U.S. Whitman Internship Grant, students will need to file an Optional Practical Training (OPT) application with the U.S. government. Whitman Internship Grant funding is contingent on successful OPT application. Funding will not be paid out without OPT approval or prior to scheduled payout dates. Please contact Greg Lecki for more information.

International Whitman Internship Grant eligibility:

- Any Whitman student who has significant experience, awareness, familiarity or existing relationships with organizations or individuals outside of the U.S. and who will be enrolled at Whitman College during the following academic year is qualified to apply. Applicants must be in good academic and conduct standing with the College.
- This program is primarily designed for 2nd and 3rd year students, who have developed long-term professional goals, have clarity about their academic goals, or have established a direction to their studies and career plans. This program is not intended for students to begin an exploration of an issue, industry or part of the world about which they have only a basic curiosity.
- If selected, students are responsible to acquire their own visa. Funding will not be paid out without valid visa, health and travel insurance, and completed paperwork or prior to scheduled payout dates.

What are the internship requirements?

- To qualify for funding (Educational Award), the internship must be unpaid.
- 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)
- Internships need to be high-impact, academically and professionally relevant experiences at non-profit, for-profit, or government offices (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.
- 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).
How do I receive funding?

- First, read the Criteria of Evaluation for Proposals (located on the following page) as well as the rest of the application packet. If you have further questions, reach out to a SEC staff member. Submit your application after you have reviewed the entire application packet.
- If selected, students will receive an Educational Award to be disbursed over the span of the internship length.
- To receive funding, students 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.
- If selected, students will need to formally except the grant offer and complete paperwork for the College and Student Engagement Center prior to the start of their internship. Funding will not be paid out without completed paperwork or prior to scheduled payout dates. Please contact Mitzy Rodriguez for more information.

When will I know if I have been selected?

- The SEC will announce grant recipients about two (2) weeks after the application deadline. If selected, you will need to attend a mandatory orientation session (date and time TBD).

International Whitman Internship Grant selections:

- Applicants will be invited to in-person interviews on March 12th or 13th, must be available to be considered. The SEC will announce grant recipients about two (2) weeks after the application deadline. If selected, you will need to attend two mandatory orientation sessions (dates and times TBD).

  No late, incomplete or incorrect materials will be accepted.
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 can apply for the Whitman Internship Grant.
• Applications are evaluated for clarity and presentation. Details, well-wrought sentences, 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 given 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 should be original work. 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.

❖ THERE ARE SEVERAL INTERNSHIP REQUIREMENTS SUCH AS INTERNSHIP BLOG POSTS, ON-SITE PHOTOS, REFLECTION SURVEYS, ETC. THAT ARE REQUIRED.

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

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 the file below)
• Have your supervisor sign the “Student-Supervisor Contract” and sign it yourself (included in the file below)
• Look over the “Short Answer Questions” in this packet and discuss them with your supervisor prior to submitting your application.

Fill out the application via Google Forms (be sure to also complete the following documents and upload them as PDF files through the application)

1. Document 1: Signed Student-Supervisor Contract
2. Document 2: PDF of your resume (1 page)

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

Access the Whitman Internship Grant application.
WHITMAN INTERNSHIP GRANT APPLICATION
SHORT ANSWER QUESTIONS

Here are questions you will want to consider and discuss with your internship supervisor prior to completing the application.

1. **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.

2. **Describe the focus or mission of the organization.** Please provide a link to the organization's website. (100 words)

3. **Describe your internship project.** What are your primary internship responsibilities and what will you do to accomplish your work? (Be specific!) (200 words)

4. **How is this internship related to your future educational and career goals?** (150 words)

5. **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)

6. **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)

7. **How did you secure this internship?** (100 words)

8. **ONLY ANSWER THIS QUESTION IF YOU ARE APPLYING FOR THE INTERNATIONAL WHITMAN INTERNSHIP GRANT.** Please demonstrate your familiarity with the organization that is hosting the internship (e.g. explain your past connections to the internship location, organization or issue) and demonstrate your familiarity and knowledge of the country and city (including language and cultural aspects) where the internship is located. (200 words)

9. **ONLY ANSWER THIS QUESTION IF YOU ARE APPLYING FOR THE INTERNATIONAL WHITMAN INTERNSHIP GRANT.** Share your understanding of the housing options (e.g. where will you be living?) with a plan for how to secure safe housing for the length of your internship. How far away is your housing from the internship site? How will you commute? (150-200 words)

10. **ONLY ANSWER THIS QUESTION IF YOU ARE APPLYING FOR THE INTERNATIONAL WHITMAN INTERNSHIP GRANT.** Please describe your emergency plan for how you would cope with a sudden unplanned problem such as a medical condition, stolen passport, lost credit card, internship site closing, or other unexpected but not impossible scenarios. Describe who you would contact and how (e.g. where is the nearest embassy, hospital, etc.?) (200 words)
WHITMAN INTERNSHIP GRANT APPLICATION
OPTIONAL BUDGET REQUEST

This is an optional application for additional support for up to $500 (taxable income) to cover costs related to the internship (housing and travel costs only) that exceed the $3000 grant award. Applicants must demonstrate financial need. If you choose to fill out this proposal, add it to the resume and contract section of your application (submit as a PDF document).

ADDITIONAL EXPENSES AND RELATED COSTS

Part A. Budget

Develop the budget required for the internship (e.g. travel, housing and living expenses). Use additional pages or attach a spreadsheet to your application (resume and contract section). You may also use the template budget table provided in the addendum to describe and account for your overall expenses.

Part B. Explain the expected costs you’ve identified in more detail (e.g. housing/transportation).

Part C. Describe attempts to secure additional funds from other sources. Please keep in mind contributions you will need to make towards overall expenses during the summer and next academic year. (You may also want to review your Financial Aid Award letter to see if you have to allocate funds towards upcoming expenses.)

Examples include:
- Part-time employment during the summer
- Housing provided by employer/organization
- Frequent flyer miles
- Crowdfunding options/other sources of financial support

EXAMPLE

<table>
<thead>
<tr>
<th>Part A. Budget</th>
<th>Total Cost</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>$1950</td>
<td>Rent would be ~$650/month</td>
</tr>
<tr>
<td>Transportation</td>
<td>$800</td>
<td>Roundtrip WW to NYC and metro/bus pass</td>
</tr>
<tr>
<td>Food</td>
<td>$750</td>
<td>Groceries for three months</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3500</strong></td>
<td></td>
</tr>
</tbody>
</table>

Part B. Housing

Provide a rent agreement or a link to the apartment (e.g. via craigslist listing, etc.). “The average cost is $650 per month with utilities (10 weeks = 3 months of rent)”

Transportation

Provide a copy of your flight receipt or a link to the flight here (e.g. Kayak, Alaska Airlines website, other airline provider, etc.). Provide a copy of your metro/bus pass or a link to the cost of the pass (e.g. http://web.mta.info/metrocard/mcgtreng.htm#30day)

“According to my calculations, I would need $1950 for housing, $800 for transportation to and from New York City as well as the bus pass for 3 months. I would also need an additional $750 for food. Grand total: $3500. With a grant of $3000, I would need an additional $500 in order to make this experience possible.”

Part C.

“I will also have a part-time job in order to save money to allocate toward my overall expenses during the summer and next academic year. I know that I will have to earn an additional $2000 to pay for Whitman-related expenses.”
If you are requesting additional funds, you may use the table below to describe your overall expenses. Please make realistic and well-researched projections about your overall summer internship expenses so that the SEC may effectively review your proposal for additional funding. **You may ask for up to an additional $500 in funding (beyond the $3000 grant).** Please calculate for a term of ca. 8-10 consecutive weeks.

### Anticipated Summer Budget

<table>
<thead>
<tr>
<th>One-time Cost</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you have any travel expenses to and from your internship city (plane, car, bus, etc.)?</td>
<td>YES/NO</td>
</tr>
<tr>
<td>If yes, please explain:</td>
<td></td>
</tr>
<tr>
<td>Are you on Financial Aid and/or Work Study-eligible?</td>
<td>YES/NO</td>
</tr>
<tr>
<td>If so, list expected summer earnings.</td>
<td></td>
</tr>
<tr>
<td>Additional one-time expenses</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td></td>
</tr>
</tbody>
</table>

### Anticipated Expenses

<table>
<thead>
<tr>
<th># of weeks</th>
<th>Weekly Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you incur expenses for housing?</td>
<td>X equals =</td>
</tr>
<tr>
<td>If yes, please explain:</td>
<td></td>
</tr>
<tr>
<td>Will you incur expenses for food?</td>
<td>X equals =</td>
</tr>
<tr>
<td>If yes, please explain:</td>
<td></td>
</tr>
<tr>
<td>Will you incur expenses for daily travel?</td>
<td>X equals =</td>
</tr>
<tr>
<td>If yes, please explain:</td>
<td></td>
</tr>
<tr>
<td>Additional Weekly Expenses</td>
<td>X equals =</td>
</tr>
<tr>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>Additional Weekly Expenses</td>
<td>X equals =</td>
</tr>
<tr>
<td>Details</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL BUDGET** $0.00
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 you must 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 the organization.

Student applications will be accepted until the given deadline (please refer to the Whitman Internship Grant application form-google form for specific date). Interested students must have been offered the unpaid internship before they can apply. They 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 signatures.

Student Name (provide legal name, please print):

Internship Organization:

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

Grant applying for: __________________________________________ (EX: 2019 Fall WIG, 2019 U.S. WIG, or 2019 IWIG)

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: ______________________________________________
U.S. Department of Labor
Wage and Hour Division

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).

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. 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 corresponding course work 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, 1-866-4USWAGE (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