



## WHITMAN COLLEGE

Career and Community  
Engagement Center

### Spring 2022 Whitman Internship Grant

#### Eligibility and Funding Information

#### Student Eligibility Requirements

- Any Whitman student who is eligible to work in the U.S. and is currently enrolled at Whitman College full-time is eligible to apply.
- Any international student who is a permanent resident or who is approved for OPT may apply. For questions about this process, contact Greg Lecki ([leckige@whitman.edu](mailto:leckige@whitman.edu)).
- Students who have never applied for a grant or have not received grant funding are strongly encouraged to apply.
- Students may be eligible to apply for and receive up to 3 terms of funding (includes receiving a Summer WIG).

#### Internship Eligibility Requirements

- For an internship to be eligible for funding, it must be unpaid as defined under the Fair Labor Standards Act (See pages 8 and 9)
- Internship cannot be used to receive academic credit.
- Internship needs to be high-impact and must be relevant to your educational goals and/or career interests. For details about what qualifies as high-impact, contact Mitzy Rodriguez ([rodrigmy@whitman.edu](mailto:rodrigmy@whitman.edu)).
- Internship must not take place at Whitman College and must not involve religious work.
- Unpaid internship may occur in a non-profit organization, some for-profit organizations, or government office<sup>1</sup>.
- The internship must last the duration of the grant time frame for which applying to:
  - Spring Semester: January – May

#### How to Apply

- Review application materials.
- Complete prerequisites.
- Secure an unpaid internship opportunity. The internship supervisor will need to sign documents for the application.
- Complete the Whitman Internship Grant Google application form and submit.
- Selected students, upon notification of their approval, will need to formally accept the offer before the start of their internship because there will be Budget building workshops they will need to attend before the Educational Award can begin disbursement.
  - Semester Educational Award is \$940.

#### Please Note:

- Funding is awarded on a competitive basis. Not all applicants will receive funding. To maximize your chances of being approved, see Criteria for Application Evaluation page.
- Funding is contingent on student's ability to complete all grant requirements laid out in the Student Contract by the submission deadline. The CCEC reserves the right to withhold funding if requirements are not met/completed.
- The Whitman Internship Grant funding is an Educational Award and is considered taxable income. Contact a tax adviser if you have questions regarding the award.
- WIG recipients are not considered a Whitman College employee and will not be on Whitman's regular payroll.
- Grant awards are non-transferrable; funding is made towards original internship proposal, role, and organization.

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<sup>1</sup> Internships associated with a political party or elected official at the federal, state or local level, intern may not be involved in activities that directly aid political party's efforts to win a nomination or an election (e.g. campaigning, registering citizens to vote or transporting voters to the polls).



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### Whitman Internship Grant

#### Criteria for Application Evaluation

Whitman Internship Grant funding approval is based on the merits of the application. We strongly recommend using the resources available from the Career and Community Engagement Center for application support. All applicants will be carefully reviewed by a committee and will be evaluated on the following criteria:

1. Applications should be of high quality, be thoughtful and descriptive, and demonstrate an applicant's commitment to their proposed internship. Written answers are evaluated for clarity and thorough description.
2. Evidence of the applicant's initiative to secure an internship and commitment to the position must come through in the application. Include details of how the internship was researched, developed and/or obtained.
3. Short answer questions must be original work and in the applicant's own words. Applicants are advised to not copy information from the organization's website or position description.
4. If an applicant is a previous recipient of a WIG(s), responses should include reflective responses on how prior WIG experiences have contributed to the new funding the applicant is seeking. Include details on how the applicant's outlook has developed, what was gained from participating in WIG funded opportunities, etc.
5. If the applicant has previously worked with the organization, applicant must demonstrate an increase in responsibilities and duties from the previous experience.

If you have any questions, contact Mitzy Rodriguez ([rodrigmy@whitman.edu](mailto:rodrigmy@whitman.edu)) or [ccec\\_info@whitman.edu](mailto:ccec_info@whitman.edu) for support.



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### Whitman Internship Grant Application Process

The following prerequisites must be completed before applying for a Whitman Internship Grant:

- Applicant must meet with a Career Coach or a Student Career Advisor for a resume review. Schedule an appointment via Handshake.
- Attend at least one WIG Workshop. [View them here.](#)
- Applicants have applied for or been offered a WIG-eligible internship.

As part of the application process, the applicant must meet with the internship supervisor and determine the scope of the internship including the position description, intended work schedule, project details, training, on-boarding procedure, communication best practices, feedback and supervisory/evaluation criteria and process. Remember:

- Discuss the “Short Answer Questions” in the application with the internship supervisor.
- Provide the internship supervisor with the “Supervisor Information” sheet, which outlines their responsibilities and provide a copy of the Department of Labor Standards for Unpaid Internships Fact Sheet #71 FSLA.
- A relative may not supervise the internship.
- If the applicant has previously worked in the internship or with the organization, applicant must directly demonstrate how duties and responsibilities from previous experience have increased.

Upon securing an unpaid internship, applicant may move on to fill out and complete the Whitman Internship Grant google application form. Applicants must complete and submit application through the provided link under the “Application Materials” section. (Student-Supervisor Contract and Resume must be uploaded as PDF files).

Selected students, once notified of their approval, will need to formally accept the offer before the start of their internship. Recipients will move on to completing a budget for the Educational Award for the duration of the semester or academic year. Semester Educational Award is \$940. Academic Year Educational Award is \$1,880.



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### Whitman Internship Grant Application Materials Application Checklist

Here is a checklist to submit a complete application:

- Meet with a CCEC Career Coach for a resume review
- Attend a WIG Workshop
- Secure an unpaid internship offer
- Sign and have your internship supervisor sign the “Student-Supervisor Contract”
- Complete the Whitman Internship Grant google application form and submit.
  - o The following documents, which constitute part of the application, must be uploaded as PDF files through the Google Form.

Required documents to upload for a complete application:

1. PDF of the signed Student-Supervisor Contract
2. PDF of your resume

Applicants must submit all three components (Google Form application, resume, and contract) by the deadline to be considered.

Incomplete or late applications will not be considered.

[Access the Whitman Internship Grant Google Form to submit your application here.](#)

If you have any questions, contact Mitzy Rodriguez ([rodrigmy@whitman.edu](mailto:rodrigmy@whitman.edu)) or [ccec\\_info@whitman.edu](mailto:ccec_info@whitman.edu) for support.



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## Whitman Internship Grant Application Materials

### Short Answer Questions

Discuss these questions with your internship supervisor prior to completing your application:

1. Describe the purpose for your internship. What will you be doing in your internship? (300 words)
2. Tell us about the organization and describe its focus or mission. Provide a link to the organization's website. (200 words)
3. What are your primary internship responsibilities and how will you accomplish your work? (Be specific!) (300 words)
4. How is this internship related to your future educational and career goals? (300 words)
5. What a) skills will you gain from this internship b) goals have you set for yourself and c) challenges do you anticipate during the internship? (Be specific!) (400 words)
6. Describe the criteria and method of evaluation for your internship. What does the final evaluation look like? Describe the training period, supervision model, and meeting frequency with your supervisor (e.g. weekly or bi-weekly meetings)? (300 words)
7. How did you secure this internship? Please describe how you researched, developed, and obtained the position. (250 words)



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### Whitman Internship Grant General Information for Supervisors

The funds for the Whitman Internship Grant are allocated by Whitman College. Each selected recipient will receive funding to participate in a semester, academic year, or summer internship. The grant is considered an Educational Award (taxable income). Students are not considered employees of Whitman College. Students may apply for a grant if they are eligible to work in the U.S. and are enrolled at Whitman College full time during the term of the internship.

#### 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. Internship cannot receive academic credit.
3. Internships must be relevant to the student's educational goals and/or career interests.
4. The internship must last the duration of the grant time frame for which applying to:
  - a. Fall/Spring semester: September - December/January - May
  - b. Academic Year: September - May
  - c. Summer: May - August
5. A student may not work for a relative.
6. Student must complete an application that includes multiple short answer questions. You may assist your potential intern in strengthening their application by providing information about the organization, detailing the intern's responsibilities, training methods, criteria for evaluation, and mode of feedback.
7. Supervisors must sign the Whitman Internship Grant Student-Supervisor Contract to indicate their support.
8. Supervisors are expected to provide necessary safety training, an internship orientation, regular feedback (e.g. written, email, in-person), and evaluation to the intern.
9. All internship opportunities must adhere to Whitman College COVID policy.

#### TERMS OF INTERNSHIP

Interested students must have been offered the unpaid internship before they can apply for a Whitman Internship Grant. They are encouraged to contact potential agencies and supervisors, develop meaningful internships prior to applying. Once a student has been selected for funding, they may then begin their internship with their respective organization.

#### **Career and Community Engagement Center**

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whitman.edu/ccec



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Whitman Internship Grant Student-Supervisor Contract

Complete this form and submit as a PDF file with both signatures.

Student Name (legal name, print): \_\_\_\_\_

Internship Organization: \_\_\_\_\_

Supervisor Name, Title and Email (legal name, print): \_\_\_\_\_

Grant applying for (indicate year): [ ] Fall Semester [ ] Academic Year [ ] Spring Semester [ ] Summer International [ ] Summer Domestic

Student Section

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 WIG funding, I will complete the internship and fulfill the internship requirements set by Whitman College. I adhere and acknowledge that grant funding is non-transferable and will be in contact should my internship change for any reason.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student WID#: \_\_\_\_\_

Supervisor Section

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 document 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 agree to support the intern's educational and career goals (e.g. attend meetings out of the office, introduce intern to staff and community partners, share relevant readings, etc.). I agree to provide regular feedback in written or in-person format, and will schedule regular meetings with the intern. I certify that I will set up and provide the necessary safety training, onboarding, and orientation to the organization.

I understand that a student 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). I acknowledge 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).<sup>1</sup>

### **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.<sup>2</sup> 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.

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<sup>1</sup>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.

<sup>2</sup>E.g., *Benjamin v. B & H Educ., Inc.*, --- F.3d ---, 2017 WL 6460087, at \*4-5 (9th Cir. Dec. 19, 2017); *Glatt v. Fox Searchlight Pictures, Inc.*, 811 F.3d 528, 536-37 (2d Cir. 2016); *Schumann v. Collier Anesthesia, P.A.*, 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also *Walling v. Portland Terminal Co.*, 330 U.S. 148, 152-53 (1947); *Solis v. Laurelbrook Sanitarium & Sch., Inc.*, 642 F.3d 518, 529 (6th Cir. 2011).

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](#)