

## What is the WIG?

The Whitman Internship Grant (WIG) is a student-driven competitive grant that provides students with funding for unpaid internship opportunities.

Internships can take place at non-profit organizations, some for-profit organizations, and government or public offices. The funds for the Whitman Internship Grant program are allocated by Career and Community College Engagement Center based on review of student applications. Each selected recipient will receive funding to participate in a semester or summer internship. The grant is considered an Educational Award (taxable income). WIG recipients are not considered employees of Whitman College, and therefore are not covered under College liability insurance.

Students may apply for a grant if they are eligible to work in the U.S. and enrolled at Whitman full-time during the term of the internship (semester) or the term after the internship (summer).

## Guidelines for Internship Experiences

To qualify for the grant, an offered internship must be unpaid and comply with the U.S. Department of Labor Standards for unpaid internships (Fair Labor Standards Act, FLSA). Internships must be relevant to the student's educational goals and/or career interests. Relatives cannot supervise applicants. All internship opportunities must adhere to Whitman College COVID policy. You can view those policies on the Whitman College website at [www.whitman.edu](http://www.whitman.edu). Applicant's 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 effort to win a nomination or election (e.g. campaigning, registering citizens to vote, or transporting voters to polls). Internships cannot involve religious work and must last the duration of the grant timeframe the applicant is pursuing:

**Fall:** September - December

**Spring:** January - May

**Summer:** May - August

## What do I need to know as a supervisor?

Interested applicants must be offered the unpaid internship before they apply for a Whitman Internship Grant.

Students will complete an application that includes multiple short answer questions about the internship goals, organization details, evaluation criteria of the internship, training period, and supervision model. As a supervisor, you may assist your intern in strengthening their application by providing specific details about the organization, the intern's responsibilities, training methods, criteria for evaluation, and mode of feedback. Supervisors are expected to provide necessary safety training, orientation, regular feedback, and performance evaluation to the intern. Supervisors will need to sign a Whitman Internship Grant Student-Supervisor Contract to indicate their support. Applicants will share this contract. Once an applicant is selected and notified of their grant.