

REMOTE INTERNSHIP TIPS FOR EMPLOYERS

SCHEDULE

Establish a schedule that works for you and your intern from the beginning including scheduling standing times to connect throughout the week by phone or video chat. Be open to your intern working alternate hours if necessary.

COMMUNICATION

There are many different communication tools you can use to stay in touch with your interns. Examples include [Trello](#), [Slack](#), [Basecamp](#), [Zoom](#), [Go to Meeting](#), [Google Hangouts](#), [MS Office Teams](#), [Join.me](#), [Skype](#), [Google Calendar](#), [Drop Box](#), and [Google Drive](#).

Now is a time to over communicate to ensure you're providing clear and direct instructions. A communication log is a great way to assign projects, track progress on tasks, and also keep track of hours worked. While communicating about progress on projects is most important, be sure to make time to get to know your intern's interests and goals, and share your interests with them as well. Try to make your intern feel like part of the team.

PROJECTS

Set clear expectations for project timelines and due dates. Be flexible, especially if the student has to work outside of traditional business hours. If many of your traditional internship tasks have to be completed in person, brainstorm other ways you can engage with your intern. Could they help with social media, data clean up, content creation, or research projects?

Involve interns in other business operations or other departments if possible. Set up time for them to meet with people they would have connected with had they been working in the office. Invite them to virtual meetings you are having with others in the organization or with clients.

Think of online learning and networking opportunities you can assign to your intern:

- Have them join webinars, online courses, or TED Talks.
- Attend virtual gatherings hosted by your company or professional associations.
- Consider offering critiques of your intern's personal work.
- Let them practice their pitch, talking about their work, and their process.
- Informational interviews are a great way for the student to learn more about an industry and make professional connections. Offer suggestions on people you think might help them achieve their goals. If enrolled in MICA's internship course, interns are required to complete three informational interviews.

VIRTUAL INTERNSHIP BENEFIT

Reach new and diverse talent. Traditionally, only students who live nearby or have the means to relocate for the summer are able to accept internships with your organization. By offering your internship remotely, you can reach more diverse applicants who can work for you from anywhere.

EQUIPMENT

Think ahead about what type of training they will need to be successful. Consider tools, software, equipment, and access to files. Internship hosts should cover any costs necessary to provide the intern with the tools they need and if necessary, mail supplies to the student. Establish ways to securely share files and finished work and set up VPN access for them if necessary.

GUIDANCE AND FEEDBACK

Provide the same level of support and instruction for an online internship as you would if the student was working in your office. Stay in touch with your intern to ensure they are staying on track and provide examples or templates when needed. Students are learning important communication and time management skills while working in this new remote work environment.

Determine the best way to evaluate your intern's progress. Incorporate constructive feedback during your regular check ins and offer suggestions on areas they should focus on. MICA will provide a midpoint and final evaluation for you if your intern is enrolled in our internship course that you will complete via email.

COMPASSION

We are all trying to navigate this new landscape together. Moving to a remote work environment might be challenging, but students are eager and willing to learn and adapt along with you.

Everyone is facing their own struggles in this unprecedented time. Students are going through a lot as well, adjusting to new living situations, online learning, and remote work. Check in with your intern to make sure they are doing okay throughout the experience.

RETURNING TO ON-SITE WORK

There is a chance some workplaces will be allowed to resume on-site work before the summer ends. To keep everyone safe, it is recommended to continue remote work for as long as possible. If on-site work resumes, you must observe COVID-19 guidelines from the Centers for Disease Control (CDC) and all federal, state, and local restrictions. This includes the use of Personal Protective Equipment (PPE).

Remote internships are a temporary alternative during the COVID-19 outbreak. While they are currently necessary, we do not believe they should replace in-person internships.

ADDITIONAL RESOURCES

[Virtual Engagement Guide for Students](#)

[Top Tips for Remote Internships / Yale Office of Career Strategy](#)

[Trello: How to Embrace Remote Work](#)

[NACE: Benefits of Remote Work for Students](#)

[Transitioning to Remote Work](#)

[What to do about internships in light of the COVID-19 pandemic? / The Center for Research on College-Workforce Transitions, UW-Madison](#)

[Parker Dewey Tips for Remote Internships](#)

[College Recruiter COVID-19 Resources Playlist](#)