

PREPARING FOR YOUR VIRTUAL INTERNSHIP

As with any internship, there's a certain amount of thought and planning that goes into positioning yourself for success. As indicated in the aforementioned sections, setting goals, building strong connections, aligning on scope and agreeing on project timelines and measurements are just a few.

In this time of Covid-19 when internships are virtual, there are other elements that come into play, but **initiative** will be paramount. Reaching out, asking questions, staying connected and remaining present throughout the entirety of your internship will be key. Here are some tips to set you on your way:

Pre 1st Day:

Manager:

- Align on scope, timelines, deliverables and measurements for your summer project
- Ask if there are any pre-work/reading assignments to complete beforehand
- Gain clarity around how check-ins should take place and how work activity will be tracked
- Agree on "reach out" lists within/outside of team; set timeframe for "Meet and Greet"
- Get org charts as well as lists of frequently used acronyms and/or business terminology
- Understand reporting structure, chain of command, training measures and approval processes
- Get clear on success measures to leverage internship to FT role
- Establish cultural/professional norms; clarify expectations around communications, supervisory meetings, ad-hoc questions, team culture, working styles of colleagues

HR/IT

- Complete as many on-boarding forms as possible; ask about PTO for vacation/holiday/sick time
- Arrange for laptop, monitor, printer, cell, headset, etc., delivery; ask about T&E reimbursement or stipend for any business-related items that need to be purchased, including cell phone usage
- Arrange to meet MBA interns/SOM alums/mentors; set up virtual "coffee chats" and lunches
- Understand company standards and protocols, including work hours and dress code
- Download appropriate apps/software depending on virtual meeting platforms (GoToMeeting, Zoom, FaceTime, WebEx), as well as any online file sharing (Google Suite, Drop Box, Box)

Self

- Explore Who Went Where/SOM LI to connect with Yale colleagues; set up "coffee chats" for insights/perspectives; invite on LI
- Create connections early; send reach-outs to colleagues for "Meet and Greet"; invite on LI
- Follow company on LI; comment on articles/repost when appropriate
- Prepare your professional space; make sure surrounding areas (including what's behind you) are neat and clutter-free; secure proper desk, chair, lamp, file folders, notepads, pens, etc.,
- Familiarize yourself with Zoom or the company's communication platform of choice; check lighting, audio/video and chat features to prepare for the most effective meetings
- Get wardrobe choices sorted out ahead of time
- Agree on Wi-Fi sharing, and/or eliminating extraneous noise/interruptions with housemate

Ongoing

Manager/Team Leads/Peers

- Schedule regular check-ins to gauge performance, deliverables and expectations
- Ask to “sit-in on certain meetings or shadow colleagues to gain deeper knowledge/perspective
- Determine best methods of communication; Slack, Email, Instant Messenger
- Network! Build connections, talk to colleagues about FT roles, ask questions, connect on LI
- Reach out to peers/cross-functional teams to offer/ask for support when needed; be pro-active

Self

- Get organized; utilize project management tools to keep tasks, timelines and deliverables on track
- Establish great time management habits early, especially as you’ll be on your own
- Insert breaks/stretches/walks/fresh air respites each day
- Find moments during the week for personal enjoyment; Zoom w/friends/family, read, watch movies, do puzzles, paint, listen to music, make healthy meals, walk/run, sleep!

Final Weeks/Wrap-up

- Plan for formal review, including final presentation and delivery measurements
- Discuss next steps, including FT offer; update resume
- Reach out to colleagues/constituents to thank them for their time, counsel and perspectives
- Send special thank you notes to key guides/supporters/managers/mentors/alums
- Schedule “coffee chats” to thank key constituents personally
- Share contact information; invite colleagues on LI; update LI Profile
- Circle back w/HR and IT to close out any outstanding issues and to return company property
- Give thought to stories/successes to leverage for FT recruiting if pursuing external search

End Notes:

You don’t have to be in person to be present.

Stay involved. Stay connected. Stay engaged.

Make the most out of your summer experience and ENJOY!

Helpful Links:

Tips for Working Remotely	https://www.linkedin.com/learning/working-remotely-2015/working-remotely?u=2110361
Chair Yoga	https://www.linkedin.com/learning/chair-work-yoga-fitness-and-stretching-at-your-desk/seated-mountain
Zoom	https://www.cnn.com/2020/04/21/cnn-underscored/zoom-explainer/index.html
(More) Tips for Working from Home	https://www.pcmag.com/news/get-organized-20-tips-for-working-from-home
Video Conference Etiquette	https://www.vault.com/blogs/workplace-issues/best-practices-for-video-conference-etiquette