

Developing Remote Internships

As more and more offices move to remote operations (i.e. working from home), it is vital that interns and their employers adapt to a new work environment. This handout will provide employers with information and resources about designing a high-quality and effective remote internship experience.

THE BASICS

- > **Create a Work Plan** for your intern with specific goals and projects
 - These are similar to a typical, in-person internship though projects may be limited given what is doable remotely.
- > Ensure your intern has **access to any needed technology**
 - Whether it's having a computer, software, hardware, or even physical documents, ensure that your intern has everything they need to be successful working remotely.
- > Prioritize **consistent and frequent communication**
 - Schedule check-ins regularly on the phone or on a virtual platform to answer questions and share updates. UW students have access to Zoom, Skype, & Google Hangouts.

WORK PLAN

- > When designing your intern work plans consider these principles:
 - Define the scope of the work interns will be doing.
 - Set specific goals and expectations for the intern's weekly schedule and project deliverables.
 - Designate check-in times. Clarify the best way to communicate questions to you through call, text, or email.

POTENTIAL CHALLENGES

- > Unable to provide direct guidance or training?
 - Think through your onboarding process and how best to make it virtual. Check out LinkedIn Learning's course on teaching [technical skills through video](#).
- > Difficult to track progress on projects and tasks?
 - Have interns send daily/weekly updates and use the work plan document to denote what's been completed.
- > Feel disconnected from the larger organization?
 - Set up virtual team meetings, happy hours, or gatherings where everyone can share updates and ask questions.

REMOTE WORK TIPS

- > Define your workspace
- > Set Daily Schedule & Goals
- > Eliminate Distractions
- > Prioritize Privacy
- > Stay Connected with Others
- > Dress for Work

RESOURCES

- > [Employer resources about COVID-19 on our website](#)
- > [General information on creating internship programs](#)
- > [Creating Internship Learning Goals](#)
- > [Sample Internship Projects](#)
- > [UW HR Teleworking Tips](#)
- > Questions? Contact Dan Herb, Internship Success Manager, at dherb@uw.edu