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
  o 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
  o 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
  o 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:
  o Define the scope of the work interns will be doing.
  o Set specific goals and expectations for the intern’s weekly schedule and project deliverables.
  o 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?
  o 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?
  o Have interns send daily/weekly updates and use the work plan document to denote what’s been completed.

> Feel disconnected from the larger organization?
  o 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