

REMOTE INTERNSHIP/CO-OP CONSIDERATIONS

Technology/Equipment

- Does your intern have the required equipment/technology to complete off-site work (i.e. laptop, cellphone/work phone, industry-specific equipment, internet access, access to software and databases)?
- Has your intern been granted access to required software, databases, management systems, programs, and communication channels?
- Does your intern need VPN access? Company server or intranet access?
- Who will assist your intern in setting up the required technology/equipment?
- How will the intern be trained to use the technology, who will provide virtual training, and what method will you use to deliver the training?
- Does the intern have the contact information for the designated employee who can assist with IT issues?
- Have you provided your intern with instructions for safe file transfers and/or company policies regarding sensitive information?

Supervision/Mentorship

- How will you communicate with your intern electronically (Skype, Zoom, Microsoft Teams, phone, email, etc.)?
- How will you be able to check the quality of your intern's work (for example, using cloud-based applications)?
- Will you continue to have regular hours where you can text/call/email? How often do you expect to be able to contact your intern?
- How will you track your intern's hours? How will they be accountable for their workload? Is there flexibility in when the intern can complete their work?
- How will you monitor your intern's goals? Will this process change in an alternative work arrangement?
- How frequently will you provide feedback for your intern? Will this process/frequency differ from interns who are on-site vs. off-site?
- In what ways will you ensure your intern experiences your company culture remotely? Does your company have ways to experience camaraderie and collegiality virtually?
- Will your intern have the opportunity to connect with other teams, employees, or other interns within the organization? How will this be facilitated?
- Who else might be able to check-in with your intern? (*Some companies find it helpful to create a rotation, so each team member is accountable for checking in with an intern at a designated time/day. This can help build camaraderie among team members and allow the intern to build their professional network.)

Communication

- What tools does your organization use to communicate and collaborate electronically (Slack, Trello, Skype, GoToMeeting, Zoom, Microsoft Teams, Google apps, phone, email, etc.)?
- Is your intern a part of company-wide email listservs or email groups?
- Have you addressed "company norms" with your intern in regards to communication channels?
- Will you provide training to how to use communication tools? How will this be delivered virtually?

Other Considerations

- How will your intern complete the on-boarding process? Who will be involved in this?
- How will regular duties and responsibilities change from on-site experiences? How can you ensure the work is meaningful?