



VIRTUAL INTERNSHIPS

ASSESS YOUR CAPABILITIES:

- Provide equipment and software necessary to complete intern assignments.
- Identify who will be supervising, training, mentoring, and providing timely feedback.

ONBOARDING:

- Host a virtual orientation that introduces interns to your team, organizational mission, goals and values.
- Set an agreed upon weekly schedule.

LEARNING & GOAL SETTING

- Work to develop learning objectives for the internship.
- Determine what projects the intern will be working on ahead of time.
- Discuss the interns overall career goals and assess their progress.
- Create a virtual mentoring program.

COMMUNICATION

- Video conference with your intern at least once a week and communicate over the phone or video at least 2 - 3 times per week.
- Provide timely feedback on deliverables and offer suggestions to promote growth and development.
- Communicate support and encouragement in addition to growth opportunities.
- Use a project management software or written communication to track task completion.

TRAINING:

- Conduct training on how to use software, best practices for communication, and overall organizational expectations.
- Be sure training is scheduled whenever a new project is handed to the intern.