



BEST PRACTICES

FOR HOSTING REMOTE AND VIRTUAL INTERNSHIPS

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In the wake of COVID-19 many companies have quickly shifted gears to remote work. We understand that it is difficult to know what will happen next, but it is time to make plans for successful on-boarding, training and execution of internships for the coming academic year.

To help you through this process, Engineering Career Services has gathered these best practices for hosting remote and virtual internships that benefit both your company and student interns.



VCU

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1 ASSESS YOUR CAPABILITIES

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

2 ONBOARDING

- Host a virtual orientation that introduces interns to your team and organization's mission, goals and values.
- Set an agreed upon schedule with interns per week and per day.

3 LEARNING GOALS & WORK PLANS

- Collaborate with interns to develop 3 – 5 learning goals for the internship.
- Learning goals can include developing new skills, gaining knowledge and clarifying values.
- Identify learning outcomes on all tasks and projects.

4 TRAINING

- Train your interns on expectations, communication practices, any software and how to access information needed to complete work.
- Conduct training for new tasks to ensure interns understand their role.

5 COMMUNICATION

- Video conference with your interns at least 2 – 3 times a week during training, then video conference once a week to follow up on current assignments.
- Timely feedback is important. Review deliverables and provide timely feedback to students on a regular basis.

6 SUPERVISION & MENTORING

- Utilize the interns' learning goals to assess their progress.
- Provide opportunities for the student to ask questions.
- Create a virtual mentoring program for students.
- Utilize project management tools to keep track of assignments.

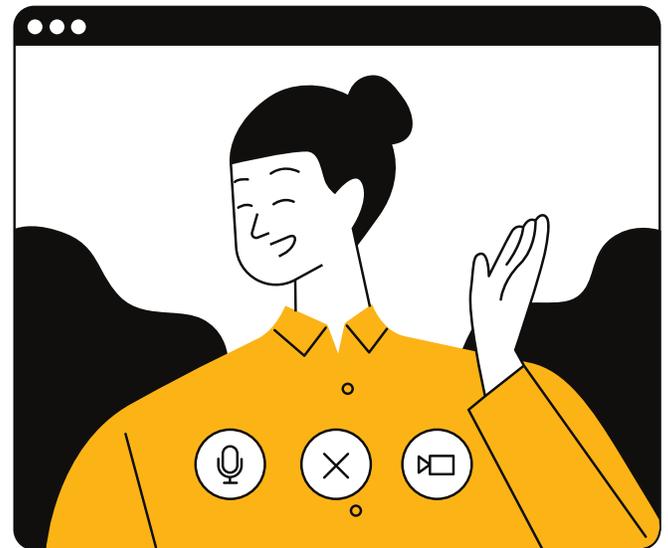
ADDITIONAL CONSIDERATIONS

REIMBURSEMENT OF EXPENSES

Students engaged in virtual internships should not incur any personal expenses. Any costs, including the purchase of software for the purposes of the internship, should be covered, or alternative arrangements should be provided to students prior to starting internships.

EXPECTATIONS

This may be the first time your interns have worked in an independent work environment. The more support and tools you equip them with in this new environment, the faster they will adapt.



HOW TO GET STARTED

Contact Rebecca Kurihine, Employer Relations Specialist for Engineering Career Services, to talk about your organization's needs and the best way to connect you with VCU Engineers.