

REMOTE INTERNSHIP GUIDE FOR EMPLOYERS

Remote internships are internships that are done online or remotely anytime of the year. Remote interns work with an organization and report to a supervisor. They are in regular contact with their supervisor and team via virtual methods such as video calls, phone calls, emails, and instant messenger. Internships completed remotely should follow the same guidelines completed in-person. Please refer to the [Employer Internship Guide](#) for how Hollins defines an internship.

Remote internships can provide students with a safe, work-based learning experience that is grounded in an authentic task or project for a firm or organization. Depending on the nature of the project, students can also develop skills – either technical, interpersonal, or intrapersonal – by successfully completing one or more professional assignments on behalf of an organization. Additionally, a remote internship can provide students experience with engaging in online project management and communications, which are common modes of project- and task-performance in many organizations.

BEST PRACTICES FOR EMPLOYERS HOSTING REMOTE INTERNSHIPS

1. Create and deliver a well-balanced experience for your intern that includes the opportunity for the intern to:
 - Learn about your organization
 - Focus on professional development
 - Engage in meaningful projects and work that will help to develop their overall ability to become a valuable team member in the future
2. Allocate enough time before the start of the internship to:
 - Select and test the right software for managing work
 - Staff training to use the new software/system (if students are expected to use new software or information technology, it should be provided free-of-charge)
 - Develop a work plan for the intern, training materials, activities and tools that the intern will need to be successful in the role
 - Clearly define expectations for both the intern and the supervisor/mentor. These need to be agreed upon before the start of the internship. Goals and expectations should be evaluated /updated on a regular basis
3. It is essential that all tasks and projects are carefully prepared and planned in order for the remote intern to be able to manage the work effectively by themselves. The creation of a written work plan that covers the entirety of the experience is suggested.
4. Because the intern will not have the opportunity to have the everyday interactions of the workplace, the materials, instructions and task descriptions need to be well prepared and available online so that they have access to that information when it is needed.
5. As the supervisor, it is suggested that you engage the rest of your team in the delivery of the remote internship experience. By doing this the intern will have the opportunity to interact with several individuals throughout the course of the experience. Team members need to be committed and available to engage with remote interns on a daily basis (and sometimes multiple times a day).

Adapted from "What to do about internships in light of the COVID-19 pandemic?" by The Center for Research on College-Workforce Transition, UW-Madison, 2020 (http://ccwt.wceruw.org/documents/CCWT_report_COVID-19%20Internships.pdf). In the public domain.

HOLLINS UNIVERSITY INTERNSHIP WORK PLAN SAMPLE

All internships should focus on student learning and growth. By creating a work plan for internships, it provides structure and defines the goals and themes for the experience. The following example can be used as a template to create a work plan for the student intern.

SAMPLE TEMPLATE

DURATION OF INTERNSHIP:

Week 1

Theme(s)	<ul style="list-style-type: none"> Orientation
Goal(s)	<ul style="list-style-type: none"> Become familiar with the office and staff Understand company mission, vision, & values Get access to administrative and computer systems.
Task(s)	<ul style="list-style-type: none"> Conduct an office tour, or virtual tour, and introduce intern to your staff Host a company 'meet and greet,' or an online group meeting for remote interns 60-minute meeting with supervisor to discuss company mission, vision, and values and how the internship fits in 60-minute meeting with HR to go over administrative systems

Defining Terms

THEME

The subject or overall sense of the current week

GOAL

A specific, measureable, and actionable item to accomplish

TASK

The action(s) an intern, or supervisor, will take to achieve stated goals

Week 2

Theme(s)	<ul style="list-style-type: none"> Learning goals and project plans
Goal(s)	<ul style="list-style-type: none"> Develop overarching learning goals for the internship and define project plan scope Train on company protocols and understand how to accomplish tasks for projects
Task(s)	<ul style="list-style-type: none"> 60-minute meeting with supervisor to finalize learning agreement and work plan Complete online training module(s) for new employees on company protocols Create a draft of the work product related to the first intern project

Week 3

Theme(s)	<ul style="list-style-type: none"> Building Confidence with Work Tasks
Goal(s)	<ul style="list-style-type: none"> Finalize first intern project Develop communication plan for giving and receiving feedback on work products Expand the intern's network of colleagues in the office
Task(s)	<ul style="list-style-type: none"> 30-minute meeting with supervisor to go over notes and edits to first intern project Discuss how to best give and receive feedback going forward Set aside two hours of dedicated work time to finalize first intern project Schedule a coffee chat, or virtual call, with an office colleague in related department.

ADDITIONAL WORK PLAN TIPS

- Keep going - continue this structure for each week of the internship. Ideally, plan it out early on.
- Collaborate - Work with the student intern to create the plan to help increase ownership over the work.
- Be flexible - work plans can change over time, and that's okay. Regularly update them as needed.
- More guidance - check out our Remote Internship Guide and Student Paperwork for more information on supporting student interns.
- Questions? Contact Director of Career Development & Life Design, Christine Harriger, at harrigerce@hollins.edu.

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