



## 04 TRAINING

- ▶ Training should be conducted at the beginning of an internship. This can cover your expectations, communication practices, and an introduction to projects and assignments.
- ▶ Provide training on how to utilize any software and how to access information interns need to complete their work.
- ▶ Anytime a new task or assignment is introduced, conduct a training session to make sure interns understand the project and their role. Providing this context can help them better understand what they are doing and how it contributes to the organization.
- ▶ Schedule a time for interns to ask questions.

## 05 COMMUNICATION

- ▶ At the beginning of the internship, communication will happen more often. You will probably want to touch base via video conference with your interns at least 2 – 3 times a week during the first few weeks.
- ▶ Once the interns and you are comfortable with the arrangement, video check-ins can be done on a weekly basis to follow up on current assignments.
- ▶ Timely feedback is important; review deliverables and provide timely feedback to students on a regular basis.

## 06 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 to network and learn from other members of your team.
- ▶ [Coach and Mentor Interns When Working Remotely \(Video\)](#)

## 07 PROJECT MANAGEMENT TOOLS

- ▶ Utilize your organization's project management tools to keep track of students' assignments
- ▶ Explore online resources such as this [Free Software List](#)

## ADDITIONAL CONSIDERATIONS

### REIMBURSEMENT OF EXPENSES

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

### EXPECTATIONS

This may be the first time your interns have worked in an independent work environment which necessitates high levels of self-motivation and personal organizational skills. The more support and tools you equip them with in this new environment, the faster they will adapt.



## HOW TO GET STARTED

Contact Dr. Beth Manke, the Interim Dean for Student Success, to talk about your organizations' needs and constraints. Dr. Manke will connect you with faculty and staff and help you convert your face-to-face internships into virtual opportunities.

### HELPFUL RESOURCES FOR EMPLOYERS

- ▶ [What to do About Internships in Light of the COVID-19 Pandemic?](#)
- ▶ [8 Tips to Developing a Successful Virtual Internship Program](#)
- ▶ [Best Practices for Creating a Successful Virtual Internship](#)
- ▶ [Virtual Internships: A Guide for Employers](#)
- ▶ [Remote Internships 101](#)

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