

Virtual Internship Toolkit



Virtual Internships

Working remotely is becoming a norm and we are adapting with that shift to accommodate virtual internships when necessary or fitting. Virtual internships provide many benefits for our students and can be extremely valuable experiences. We have found that the best way to ensure this is to offer some routine and expectations that provide structure, while still offering flexibility.

Meetings

As a starting point we suggest finding a time to meet on a weekly basis. This could be once per week in person or virtually. You can decide on the frequency and methods of those check-ins.

Deliverables

Since students will be working virtually we want to create a way for them to show or log the work they do to validate hours worked. These deliverables are completely customizable based on the opportunity and need. It should be measurable and given with clear deadlines like, X number of projects, posts, submissions or logs by the next check-in meeting.

How that helps the Facilitator

We as Facilitators want to support both you and the student through these experiences. If we can recognize when students might need more support we can begin to have conversations and help as necessary. By doing so we can help you as the partner have a positive experience that adds value, and we can help our students prepare for more employable futures.

Example Outline for a Check-In Meeting

Date _____ Week _____

_____ Met in person _____ Met via Teams/Zoom _____ Met via phone _____ Talked via text

Summary of the previous week

Check-in on the goals/tasks from the previous week. Were any expected deliverables submitted?
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Goals for the week ahead

Expectations/plan for the week ahead Deliverables by the next check-in meeting
