



MAKE THE MOST OF A REMOTE INTERNSHIP

Thanks to advanced technology—and a pandemic—the number and percentage of virtual internships have exploded. That doesn't mean your experience is any less valuable.



The pandemic has transformed the future of work, and there is a good chance more work than ever will be remote. If this is the case, your remote internship is more than an opportunity to gain valuable experience in your chosen field. It's a chance to develop the virtual work skills you'll need to excel in your career after graduation.

Here's how to make the most of your remote internship:

✓ SET REGULAR HOURS.

Internships have always been about tasks or projects. With a remote internship, when you work on these tasks can become less important. That said, it's best to set a schedule for work hours and communicate those hours to your employer. This discipline is key to any remote work, and it will help ensure that you meet all deadlines and are easy to reach when needed.

✓ SEEK AND DEVELOP MENTORS.

Mentors are a valuable part of any internship. Consider requesting a regular video meeting with your manager. Suggest 15-minute phone conversations with people in other functions to learn about what they do and, where appropriate, stay in contact via email. Connections matter now more than ever.

✓ **COMMUNICATE, COMMUNICATE, COMMUNICATE.**

When you don't have the benefit of the regular contact of on-premise work, it can be hard to feel like you're connected. Be proactive. Ask your manager how they would prefer that you communicate—ask questions, provide updates, float ideas—and follow through on those channels with regular communication.

✓ **ASK FOR FEEDBACK.**

Feedback is a critical ingredient to the learning experience of an internship. Your manager will be busy, so you should not assume you'll get the detail you need to improve and develop in your role. Make clear at the outset that you're hoping for regular feedback, and ask for it regularly. When that feedback is delivered in the form of a critique, remember to accept it graciously!

✓ **DRESS FOR SUCCESS!**

Yes, one of the benefits of working remotely is the flexible dress code. And yes, sweatpants are a gift from the heavens. However, it's important to look professional during unplanned Slack calls or Zoom meetings. Learn your employer's online work culture and remember: to look good is to feel good!

✓ **EXPRESS GRATITUDE.**

Whether it's an in-person internship or virtual one, gratitude is vital. Be sure to thank your manager and the people you worked with for everything you learned—periodically during the experience, and at the end. Be remembered as someone who truly appreciated the opportunity and support provided.

✓ **DOCUMENT THE EXPERIENCE.**

Be sure to take notes throughout your internship, recording project details and outcomes, skills developed, the people you worked with, and more. These notes will help you describe the experience and its benefits in your resume, cover letters, and interviews.

✓ **GIVE YOURSELF A BREAK!**

Working remotely is probably new to you and you should remember to give yourself time to learn! Reach out to the Career Center to get help navigating online work and be kind to yourself during this new and exciting experience!

• *And stay in touch!*

Let your supervisor know when you have successes and share with them that your internship was a valuable part of your career path.