Creating your Virtual Internship – Tips Sheet

Links to Helpful Articles:
- Best Practices for Supporting Students Remotely (NACE)
- Guide to Hosting a Virtual Internship (Handshake)
- YouTube Series on hosting virtual interns and new hires (College Recruiter)
- How to Build a Successful Internship Program (LinkedIn)
- How to Recruit Early Talent from Home (Handshake)
- Onboarding remote workers (SHRM)
- 5 Proven Benefits Of Remote Work For Companies (Forbes)

Remote Project Examples:

<table>
<thead>
<tr>
<th>Web Content/Video &amp; Social Media Support</th>
<th>Administrative Support</th>
<th>Data &amp; Information Support</th>
<th>Research &amp; Program Support</th>
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<tbody>
<tr>
<td>Enhance web presence</td>
<td>Update workshop and presentation slides</td>
<td>Data Clean-up and organization</td>
<td>Help manage digital meeting spaces (Zoom, Teams, WebEx, etc.)</td>
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<td>Assist with outreach (phone calls, email, social media)</td>
<td>Create handbooks, manuals, standard operating procedures</td>
<td>Develop and manage surveys</td>
<td>Develop materials for lesson plans, programs, conferences, events</td>
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<td>Website, podcast updates and edits</td>
<td>Update forms and letters for the coming year</td>
<td>Assist with editing/visual formatting of annual reports</td>
<td>Research contact information for constituents</td>
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<td>Create content for social media</td>
<td>Organize file share, archived files, etc.</td>
<td>Collecting content for newsletters</td>
<td>Complete online trainings and certifications</td>
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<tr>
<td>Create training or outreach videos</td>
<td>Host training sessions</td>
<td>User test/comment on products/materials you are developing</td>
<td>Research for upcoming programs and projects</td>
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Sample of Tools for Remote Work Management and Collaboration:
- Symba (https://symba.io/)
- Zoom (https://zoom.us/)
- Slack (https://slack.com/)
- Basecamp (https://basecamp.com/)
- Google Drive & Google Keep (https://www.google.com/drive/) (https://keep.google.com/)
- Workplaceless (https://www.workplaceless.com/)

QUESTIONS? We can help!
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