

TIPS FOR REMOTE INTERNSHIPS

During this time of change, we want to ensure that you have the support and resources needed in order to continue successfully in your internship. For many, this means the internship will continue remotely. Here are some tips for a successful transition!

1. Communicate!

- Set up consistent “face-to-face” meetings with video conference software with your supervisor to monitor progress, discuss on-going tasks, and keep each other up to date (See information below for potential video communication platforms)
- Ensure you have the proper technology on hand for successful virtual communication - if you need assistance with this, please contact Career Development at success@edgewood.edu
- Find as quiet a place as possible to have your conversations and be sure to reduce background noise
- Follow best practices for emails by using professional writing and keeping communication appropriate

2. Set Your Space

- Find a comfortable, quiet spot where you can focus on your work
- Do your best to maintain an ergonomically-sound work environment to minimize physical effort or discomfort
- When on the phone or in a conference call, make sure to choose a location that is noise free and allows you to focus all your attention on the task at hand

3. Structure Your Day

- Get into the mindset of “going to work”
- Keep your same work hours and daily structure as if you were still going to the physical internship location
- Be productive and get up and dressed as if you were still going to your internship site (don’t stay in your pj’s!) This will also come in handy when you are asked to participate in an unexpected video conference!

4. Keep Organized

- Keep track of your tasks and meetings
- Use an organizational tool such as Google Calendar or Outlook Calendar to help you stay on track and to remind you of important upcoming meetings and deadlines

5. Stay Healthy

- Discuss any changes to “office hours” with your supervisor to be sure to work within an agreed upon time frame
 - Look away from your screen frequently
- Plan for meal breaks just like you would in the office
- Get up and stretch occasionally and try to get outside as often as you can

6. Be Proactive

- Be proactive by setting interim checkpoints to avoid feeling overwhelmed right before a major deadline
- Keep your manager up to speed on your accomplishments, concerns, and areas where you need assistance
- Provide regular and frequent status reports on your projects to keep your supervisor informed of your progress

7. Avoid Distractions

- Turn off the TV and resist the urge to look at social media during work hours
- Limit interactions with family, friends, roommates, and pets to break periods or after your workday ends

If you have any questions or concerns about working remotely as an intern, please reach out to us!

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Video Communication Platforms

- [WebEx](#) - provides users with audio, video, presentation and screen share capabilities. This service includes whiteboard and annotation tools as well as both audio and video recording. In addition, WebEx has downloadable apps for a variety of different mobile devices.
- [Skype](#) - a web-based phone service. Calls can be made between Skype accounts for free. When using the Skypeto-Skype feature, users can enable video and chat, share files or screen share. In addition, Skype provides a group video call service for when more than two people need to be involved in a conversation.
- [Google+ Hangouts](#) - allows you to video chat right from your Google+ account. Like Gmail Chat, users must have the correct [plug-ins](#) installed.
- [Zoom](#) - a communication tool with a variety of capabilities including web, video, audio, and chat conferencing