

# TIPS FOR VIRTUAL INTERNSHIPS

**#1** Create a plan with your supervisor that lays out your work responsibilities and, if necessary, ask for assistance with setting up the technology needed to work virtually.

**#2** Maintain a regular work schedule and find a comfortable location free of distractions.

**#3** Schedule regular virtual meetings with your supervisor and don't be afraid of over-communicating.

**#4** Take the initiative and communicate with colleagues to learn about their roles.

**#5** Request more feedback than you typically would if working face-to-face.

**#6** Keep track of your accomplishments no matter how small.

**#7** Spend time reflecting on the skills you're using and learning.

**#8** Start every day by making a to-do list and schedule in breaks every few hours.

**#9** Build in time for exercise and creative pursuits.

**#10** Ask your supervisor about being a positive reference at the conclusion of your final meeting.

## LEARN MORE

---

✉ [careercenter@uiowa.edu](mailto:careercenter@uiowa.edu) 📍 [careers.uiowa.edu](https://careers.uiowa.edu)  
☎ 319-335-1023 📍 100 Pomerantz Center, Iowa City, IA 52242  
📱 @UICareers