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.

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