

## Best Practices for Virtual Internships

Based upon NACE guidelines and conversations with both students and employers, UMass Amherst has put together the following list of best practices for virtual internships.

### Cover the Basics

- Since virtual work can have a certain amount of “disconnect” built in, it is important to ensure the work is meaningful. This can be alleviated through providing interns work that gives them a chance to connect with and contribute to the goals of the organization.
- Find ways to immerse interns into the company culture.
- Build community by including interaction in the schedule with other interns and employees.

### Manager Training

- Ensure managers are ready to manage interns on a remote basis by providing them with tools to aid in success working in a virtual world.

### Mitigate Challenges

- It is best to not assume students have access to the technology and internet required to perform their job. You may want to have a conversation about this in advance to provide them the tools needed to get their job done.
- Interns working from home may not have a private space available to them for work, so please don't misinterpret a lack of privacy as a lack of professionalism.

### Keep to a Schedule

- As much as possible, set and adhere to a schedule over the course of the internship.
- The schedule does not need to be static, but students work best when they know what is expected and when.

### Keep Lines of Communication Open

- Schedule regular check-ins with interns and provide ongoing feedback over the course of the internships experience.