Top Tips for Remote Internships

1. **It is OK if work is asynchronous.** Encourage two standing check-ins to build rapport, review projects, ask and answer questions, and provide feedback. A check-in on Monday to start the week, and another on Thursday or early Friday will help structure the week. Communication should not only happen during these two meetings, though. Consider other chat tools your office uses for quick questions or check-ins throughout the week.

2. **Consider involving the intern with other departments.** As the intern will not be there in-person you may find some of their proposed work no longer feasible. To accommodate this, speak with the intern about the possibility of other projects to replace those that cannot happen; check in with your colleagues to ask about any projects they would like assistance with.

3. **Help the Intern with set-up.** Since the remote intern is not working in the office, set them up with a company VPN log-in, or identify a way to share files, such as Google Drive or Box.

4. **Set a time for the intern to engage with others in your field.** Help the intern set up informational interviews with your colleagues or, if possible, others in your field. This will help the intern continue learning and hopefully connect with others in your city and country.

5. **Give clear instruction.** Know what you want, when and how. Clarify priorities.

6. **Identify the communication tools that work best for you.** Consider what it is you are communicating to the intern and what the best method for communicating your message is. Here are a few that were identified as being helpful in communication and remote work: GSuite, MS Office Teams, Trello, Basecamp, Ring Central/Glip, Zoom, Go to Meeting, Google Hangouts, Join.me, Skype, Google Calendar, Drop Box, Google Drive, Canva, Slack. Yale does not endorse specific tools.

7. **A Learning Plan can keep you and your intern on track.** A Learning Plan is a document that allows the intern and supervisor to develop and articulate summer goals, how they will be achieved and evaluated, and the structure of supervision. Such a document is especially helpful in remote work to structure check-ins, provide feedback, and stay up to date on projects. This document can serve as a guide and can be re-evaluated mid-internship. Consider specific professional skills and knowledge the employer can provide, and the intern can learn, and the tasks/projects to achieve these. Interns may also wish to include personal goals regarding attitudes and values (e.g. being more patient, being able to adapt quickly in changing environments); the employer can discuss ways they can mentor the intern in these areas. Use the Office of Career Strategy’s Learning Plan Template to get started.

8. **Measure progress.** Evaluate the intern on results-oriented metrics; but don't forget to evaluate on passion, commitment and determination!