Virtual/remote internships, are internships that are completed in a fully online setting instead of in a traditional work or office setting. Communication between the site supervisor and the intern usually occurs via telephone, email, or a virtual software such as Webex, Zoom or Skype. As with a traditional internship, the virtual/remote internship should still be an extension of the academic experience.

Criteria for Internships Conducted Virtually/Remotely for Academic Credit

1. **Learning Objectives:** Prior to the internship, students must identify 3 learning objectives to be completed during the course of the internship. In collaboration with their site supervisor, the intern should create objectives that include industry-related knowledge, skills, and abilities they hope to gain through their experience. The site supervisor will work with the intern at the beginning of the internship to develop a plan to ensure they meet the established objectives, and check in regularly throughout the internship to see if the intern is on track.

2. **Internship Description:** The internship plan should clearly state the intern’s duties and responsibilities in the role, expectations, and the deliverables to be produced throughout the experience.

3. **Orientation & Onboarding:** The internship should begin with a thorough orientation and onboarding process on the first day to ensure the intern is established within the organization. This should include reviewing the organization’s expectations, procedures, and rules governing professional behavior, including policies on sexual harassment discrimination. Onboarding should also include establishing a work plan and training on any required software and systems, including instructions on how to access those systems at no cost to the intern. The internship may be the first professional experience for the student and is likely their first virtual/remote experience so the orientation will provide the site supervisor an opportunity to lay the foundation for a successful experience.

4. **Communication & Feedback:** The employer will ensure the intern is accountable to one department and one site supervisor with expertise in the student’s discipline. The supervisor and intern should schedule a regular weekly (at a minimum) meeting to provide an update on the work plan for the week, review deliverables, provide timely feedback, and check-in on progress of established learning objectives.

5. **Work Plan:** To ensure a successful experience, the supervisor clearly communicates the expected weekly time commitment and they should create a plan at the beginning of the internship for the intern to complete the required work hours with an established process to check-in on progress of those hours.

6. **Organizational Involvement & Collaboration:** Supervisors should make an effort to integrate the intern into the organization’s work culture. After orientation and onboarding, this may include incorporating the intern into virtual social events and allowing them opportunities to collaborate with other colleagues or interns on projects and presentations.

7. **Academic Assignments:** To ensure the internship is an extension of the student’s academic experience, the site supervisor will provide the intern with support in completing all academic assignments and will complete the required mid-term and final evaluation.

Adapted from: University of Portland’s “Virtual Internship Guidelines”