



Virtual Internship Guidelines

As adapted from California State Fullerton's
"Proposed Remote/Virtual Internship Guidelines"

Virtual internships, sometimes referred to as remote-based positions, are internships in which an employee works in a location other than a traditional office setting. Generally this means working from home or somewhere close to home (coffee shops, libraries, etc.). Many employers are exploring different options for bringing new talent into the workplace—and virtual internships are a great way for them to do just that. With these internships, much of the communication between the employer and their intern(s) takes place via methods such as Zoom, telephone and email. There is usually a physical office location which interns may travel to on occasion, but part of what differentiates virtual internships from traditional internships is that the majority of the work does not take place in a conventional office location.

The following guidelines pertain to virtual internship positions, and should be used in conjunction with the student's Internship Experience form on

if the intern is on track to meet these goals.

person, a synchronous meeting platform should be used for orientation documentation. This will provide the intern the chance to ask clarifying questions about the professional work environment, and is likely their first virtually-based

3. **Timely Feedback.** Similar to online learning environments, regular mentorship with the student is essential for monitoring learning outcomes and areas of professional development. **Pre-planned training** topics should also be discussed during these sessions. Synchronous meeting platforms should be used for this portion of the internship, including video conferencing or telephone, not email or messaging platforms.
4. **Consistent Communication.** Summative feedback should be provided consistently at least once per week. This includes an update on expected work activities for the week, outcomes from prior work submissions, and other relevant announcements pertaining to the organization. A good practice is to schedule a regular email report around the same time or on the same day each week.
5. **Pre-arranged Schedules.** Although a key feature of remote internships is flexibility, a consistent schedule is important. Monday – Friday 8:00 AM – 4:30 PM · career@ndm.edu · 410.320.3388

