

STUDENT TIPS FOR REMOTE INTERNSHIPS

1 BE PROACTIVE IN ASKING FOR HELP

- ❑ Don't be afraid to ask for help! Try to problem solve on Google or on your company's internal channels, but set a time limit and reach out if you still aren't sure
- ❑ Ask your manager for sample emails and documents that you can reference for your own written communications
- ❑ Build yourself a term and acronym "cheat sheet" as you learn the office lingo – there is no shame in asking someone to explain words or phrases that are confusing

2 FIX TECHNICAL ISSUES AND BARRIERS AS SOON AS POSSIBLE

- ❑ Test your work gear to ensure your equipment (screen, trackpad, keyboard, etc.) and software (Microsoft Office, video conferencing software, etc.) work
- ❑ Ask if you can expense your WiFi bill or if additional equipment is available – many colleagues have likely done the same
- ❑ Get reliable headphones/headset to ensure that people can hear you clearly. These do not need to be expensive

3 CREATE A ROUTINE AND STICK TO IT

- ❑ Trigger your brain to start your day by establishing a morning routine before work, getting ready for work in a similar way each day like exercising or making coffee
- ❑ If possible, establish a designated workspace – a separate room, a desk, or part of your dining table – to help minimize distractions

4 DEVELOP CLEAR UNDERSTANDING OF PERFORMANCE EXPECTATIONS

- ❑ Ask your direct manager and/or the internship administrator to discuss expectations and evaluation criteria for interns so that you know exactly what it takes to succeed (be sure to TAKE NOTES)
- ❑ Ask if and how evaluation metrics have changed or evolved for remote working environments
- ❑ Ask your manager, team members and/or the internship coordinator what "productive" means for your role. Researching and taking time to absorb are also productive!

5 SET BOUNDARIES ON YOUR WORK AND PERSONAL SCHEDULES AND BE TRANSPARENT ABOUT BARRIERS

- ❑ Set a formal meeting with your manager to be forthcoming about personal responsibilities that may require a more flexible work schedule
- ❑ Propose possible solutions that show you are still able to work effectively, such as starting earlier and leaving earlier or starting later and staying on later
- ❑ Remember to take time for yourself for fitness, loved ones, professional development etc.

6 BUILD POSITIVE RELATIONSHIPS WITH MANAGERS AND COLLEAGUES ACROSS THE COMPANY

- ❑ Schedule 1:1 virtual "coffee chats" with colleagues in interesting positions and ask how they got there
- ❑ Openly share your interests with your team and ask them to connect you with relevant coworkers outside of your immediate team
- ❑ Ask your manager to connect you with someone who shares similar experiences and might be helpful as you navigate a new environment

7 BUILD CONNECTIONS WITH YOUR INTERN COHORT

- ❑ Join or create a group message for the intern class so that you can share and receive tips and tricks
- ❑ Build 1:1 relationships by inviting fellow interns to virtual hangouts, adding them to the internal messaging system, or finding other ways to connect

8 ASK ABOUT AFFINITY AND INTEREST GROUPS

- ❑ Find out if your company has affinity or interest organizations and ask your manager or internship administrator to how to connect
- ❑ Attend virtual connectivity events for groups of interest to get to know other colleagues with similar interests or backgrounds

9 REINFORCE YOUR SCHOOL SUPPORT NETWORKS (E.G., STUDENT ORGANIZATIONS)

- ❑ Pay attention to information being shared via list-serves so that you do not miss any important announcements, deadlines or events
- ❑ Stay active in group messaging to compare your experience with peers at other companies

10 EXPAND YOUR NETWORK BY CONNECTING WITH MENTORS OUTSIDE OF YOUR COMPANY

- ❑ Attend virtual career panels to learn more about your field of interest. Check out your school's career center events
- ❑ Connect with professionals within your field of interest on LinkedIn and reach out to schedule informational interviews

RECOMMENDED RESOURCES

The Ultimate LinkedIn Guide for Interns
([link](#))

How to Build a Great Relationship with a Mentor
([link](#))

5 Tips for Staying Productive and Mentally Healthy While You're Working From Home ([link](#))

20 Tips on How to Prioritize Work and Meet Deadlines ([link](#))

REBOOT REPRESENTATION