**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**
   - 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.

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.