



# WORKING REMOTELY

Tips to get the most out of your remote internship.

## RESPONSIBILITIES

- Work on your project for your scheduled days/hours – to be completed within your internship timeframe (as specified in your internship agreement, unless otherwise agreed).
- Ensure regular (preferably each scheduled day) communication with host organisation supervisor and colleagues for guidance and support on your project.
- University of Adelaide Internship Coordinator and Academic Coordinators available for additional support and will check in at mid-way to ensure your internship is going smoothly.

## WORKING REMOTELY

While working from home is becoming increasingly common in industries across the world, it's important to set up a routine and maintain your productivity. It may take you a little while to adjust to the isolation and disconnection that can come with working remotely, but with all the technology available to us, staying connected has never been easier.

To ensure you are getting the most out of your remote internship if you have questions, concerns, or difficulties maintaining open communication with your host organisation supervisor, ensure you contact your Internship Coordinator or Academic Supervisor to discuss this.

Below are some tips to help you adjust to working remotely.

## TIPS

- **Communicate and integrate** with your host organisation supervisor and colleagues while on internship – don't be afraid to ask a question! Communicate your internship working hours with your supervisor and colleagues, tell your team and stick to it!
- **Schedule your time** wisely with realistic timeframes for each task. Have clear daily goals and objectives.
- **Figure out when you are the most productive**, discuss this flexibility in your schedule with your host organisation supervisor, set up your to-do list, and be flexible. Structure your day and your calendar to optimise your own productivity.
- **Avoid distractions.** Have a work station set up with natural light, safe seating position and with limited interruptions. Turn off the television, social media, stay focused during working hours.
- **Be professional, dress professionally.** You will be required to have regular video conferences with your host organisation supervisor and colleagues, always dress professionally and be at your workstation, this will assist with your productivity.

- **Communication is key.** You are going to try and make a good impression, make sure your host organisation supervisor and colleagues know what you're doing and keep them informed. Find out on your first day the preferred method of communication: phone, instant chat, email and stick to it. Respond to communication from your host organisation supervisor and colleagues as soon as possible so they know you are there.
- **Use a task list.** Write down what needs to be completed at the start of each day, refer back to it during the day to ensure you are getting your tasks completed. Set realistic time frames on each task and work on one task at a time to ensure efficacy.
- **Be proactive, ask questions.** Don't be afraid to ask your host organisation supervisor or colleagues questions to ensure you're on track and completing all tasks correctly and to the expected standard.
- **Take breaks.** It is easy to get involved in the work you are completing and not take a break. Try and move your body for 2-4 minutes every hour through stretches, take restful and recharge breaks 2 – 3 times a day.
- **Consider a change of scenery.** Sitting in the same room day after day can be tough, change your scenery every now and then while working from home, if the weather is nice – go outside!
- **Go the extra mile.** Starting an internship from home can be an adjustment, make the most of it and find unique ways to collaborate and communicate. Find alternative ways to complete your work.

## LINKEDIN LEARNING ACCESS

Students now have access to **LinkedIn Learning** resources online.

Students need to *activate* an account which you can do via clicking this [link](#) or copy and paste the link below into your browser: <https://www.adelaide.edu.au/employability/linkedin-learning>

Here's some suggested courses to get you started:

- [Time Management: Working from Home](#)
- [Working Remotely](#)
- [Behavioral Science Insights on How to Have a Great Day, Every Day](#)
- [Building A Better To-Do List](#)
- [Embracing Unexpected Change](#)

## ADDITIONAL RESOURCES

The following resources are available to you on the University of Adelaide site:

- [COVID-19 Student Information](#)
- [Zoom Etiquette](#)
- [Hot Topic: Remote Learning](#)
- [Ergonomic Guidelines](#)
- [Wellbeing Hub](#)

## CONTACT INFORMATION

For more information or to answer any questions please contact:

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