



WORKING REMOTELY

Brief resource for Course Coordinators and Academic Supervisors outlining expectations for working remotely with students on internships and tips for working together effectively.

EXPECTATIONS

- Supervise your student on the agreed project, making adjustments to the project outcomes as required based on the remote internship project.
- As usual, the student will be supervised by the host organisation supervisor.
- Work with your student as per the scheduled days/hours – the project should still be completed within the original timeframe, by the scheduled end date.
- Ensure regular communication with your student and accessibility for support and guidance on the internship project.
- University of Adelaide Internship Coordinator, Academic Supervisors and Course Coordinators available at all times for additional support as required.

WORKING REMOTELY

While working from home is becoming increasingly popular in industries across the world, this might be the first experience for a student working for an organisation in a remote capacity, acknowledging this adjustment and being aware of the impact on the student is important. Remote internships can still be as beneficial as on-site internships for the student and the host organisation, creating meaningful relationships with colleagues and developing students' technical and behavioural skills while on internship.

TIPS

- **Engage and communicate:** Engage and communicate on a regular basis with the student intern through a variety of platforms to ensure formal and informal communication throughout the internship. Set up clear times for connecting.
- **Make adjustments & be flexible with assessment:** Assign tasks that offer real life learning, acknowledging that the students is completing their project remotely with their host organisation. Flexibility with assessments and due dates may be required, but be clear with students what the due dates are and how learning outcomes are still being met.
- **Student access to Zoom:** All University of Adelaide students are provided with Zoom access. Utilising Zoom for student drop-ins or to connect students with other interns could be highly beneficial.
- **Introduce networks:** Where possible, invite and introduce the intern to networks that will be mutually beneficial and create a great working and professional relationships, such as students on other internship placements.

- **Reflect on the “future of work”:** Encourage students to reflect on their experience of working remotely, how it differs from their expectations of their internship, and whether there were any advantages or specific skills that they learned that they otherwise wouldn't have.
- **Maintaining mental health:** We're social creatures that rely on one another not just practically and physically, but also emotionally and psychologically. Students may currently be experiencing feelings of disconnect and isolation. Refer students to the following links featured on our website to help manage this feeling over the coming weeks and months.
 - <https://www.adelaide.edu.au/student/wellbeing/>
 - <https://www.adelaide.edu.au/counselling/>
 - <https://www.adelaide.edu.au/student/wellbeing/corona-corner/home-alone>

LINKEDIN LEARNING ACCESS

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

You may find some useful resources here to include in your MyUni course for internships.

You will 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 which may be useful for you, or for your students:

- [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 FOR STUDENTS

Stay updated with The University of Adelaide: [COVID-19 Student Information](#)

[CareerHub courses](#) – provided by Career Services, and covering many topics related to career readiness

The University of Adelaide: [Zoom Etiquette](#)

ADDITIONAL RESOURCES FOR STAFF

[Remote Teaching MyUni Course](#) – supporting staff in remote teaching and technology

[Internship Exemplar course](#) – student preparation resources for internships and WIL that you can use in your course (staff access only – email internships team for access)

[Employability Community of Practice](#) – A community of academic and professional staff supporting student learning for employability

CONTACT INFORMATION

For more information or to answer any questions please contact the Internships Team or your designated Internship Coordinator:

Internships Team

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