WORKING REMOTELY

Tips on hosting remote internships and making the most of your hosting experience.

EXPECTATIONS

- Work with your student on the agreed project, adjusting the project outcomes for remote engagement – get in touch if you'd like to discuss project adjustments.

- Work with your student according to the scheduled days/hours in the Internship Agreement (unless otherwise agreed) – the project should be completed within the original timeframe, by the scheduled end date.

- Ensure regular (preferably each scheduled day) communication from host organisation supervisor or host organisation buddy to the student for support and guidance on the internship project.

- University of Adelaide Internship Coordinator, Academic Supervisor and Course Coordinators are available for additional support and will check in at mid-way to ensure the internship is going smoothly.

WORKING REMOTELY

Remote internships can 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. Students can also contribute to your projects and team while interning remotely with you. 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. The University of Adelaide Staff are here to support you in ensuring the internship is a success.

TIPS

- **Set clear expectations:** Set a clear position description for your internship and ensure the intern is across all requirements from their first day, this will enable the internship to stay on track and ensure the intern knows what is required of them. At the midpoint review, referring back to the position description will be useful to align the tasks for the remainder of the internship.

- **Nail down deadlines:** Provide the intern with clear deadlines to each component of the project, play on their strengths and give ownership! Asking for an end of week update will ensure all tasks for the week have been completed and that the internship is on track.

- **Allow time for learning:** Remember to allocate time spent with the intern to broader learning. For example, sharing information with the student about your industry context, and how and why tasks are done allows for a richer learning experience. Opportunities for the intern to meet with your colleagues or team members also broadens learning opportunities.

- **Engage and communicate:** Engage and communicate on a regular basis with the intern through a variety of platforms to ensure formal and informal communication throughout the duration of the internship. Use platforms that allow for face and voice interaction where possible, not just emails. Set up clear times for connecting. Assign tasks that offer real life learning and immerse them with training opportunities!

- **Involve your intern where possible:** Do you have meetings, planning sessions or staff activities? Invite the intern along to have regular interactions with staff members and clients to gain experience.

- **Introduce networks:** Where possible, invite and introduce the intern to people in your networks who will be mutually beneficial and create great working and professional relationships.

- **Student access to Zoom:** Did you know all University of Adelaide students are provided with Zoom access? Your intern can assist with navigating through Zoom or can accessibly attend your company video conference meeting with no hassle!

ADDITIONAL RESOURCES

[Information For Industry – The University of Adelaide](#)

[Tips To Develop A Successful Virtual Internship Program](#)

OTHER ENGAGEMENT OPPORTUNITIES

Given the current climate, if you are interested in engaging in other ways, there are many other options to work with the University in different capacities such as through industry projects, mentoring, and guest speaking.

CONTACT INFORMATION

For more information or to answer any questions please contact:

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