



Remote Internships

Adjusting Internship Opportunities to Create Value During COVID-19

Business owners are rushing to assess their needs and transition their business models during these uncertain times. As students find their prospects similarly upended, moving quickly to establish new or modify existing internship opportunities will position your organization to tap into the most motivated of tomorrow's workforce.

BDCC is working closely with partners in higher education around New Hampshire, Vermont, and Massachusetts to ensure Windham County employers have access to students who are ready to meet today's challenges head-on.

If you are wondering how your business might implement a remote internship, we have included some basic considerations below. For more information on virtual internships, contact BDCC's Talent Specialist at chaynes@brattleborodevelopment.com.

Setting Expectations

Just like with in-person internships, employers and interns should have a mutual understanding about the following questions prior to getting started

- What does the scope and duration of the intern's work look like?
- How will onboarding, training, and supervision work in a remote context?

Scope of Work

- At least 80% of the intern's time should be spent on one or more clearly defined projects, with no more than 20% of the intern's time spent on miscellaneous tasks like answering phones, data entry or emails
- Micro-Internships: a flexible, scalable alternative to semester-long internships. Typically between 5-40 hours
- Tasks and projects with written work plans that are available online will enable the intern to work more independently

Example projects during COVID

- HR/Accounting/Finance/Business Administration
 - Assisting with Federal loan programs
 - Assistance with planning and implementing pivots to operations
- Graphic Design/Web Development/Marketing/Communications

- Website redesigns
- Brand management
- Shifting to eCommerce
- Audience engagement and development
- Public Health
 - VOSHA compliance

Onboarding and Supervision

Consider the following tweaks to onboarding and supervision:

- Prior to the start of the internship, plan for connecting the intern to the organization's culture
 - Virtual facilities tours and online meetings with key personnel
 - Mailing branded company swag to the intern
- Ongoing supervision should utilize video conferencing for weekly half-hour check-ins and daily 5-10-minute updates to answer questions
- [More tips for virtual onboarding](#)

BDCC's Talent Specialist has compiled additional templates for remote onboarding, intern remote work policies, remote supervision and evaluations available upon request.

Additional Links and Resources

Resources for delivering a virtual internship experience:

- Face to Face Communication – [GoToMeeting](#), [Zoom](#), FaceTime, [WebEx](#), [Zoho Meetings](#), etc.
- Other communication tools – [Slack](#), Email, Instant Messenger, etc.
- Free Project Management Tools – [Asana](#), [OpenProject](#), [nTask](#), [Monday](#), etc.
- Online file sharing – [DropBox](#), [Box](#), [GoFile](#), etc

[This article](#) provides even more information about how to facilitate successful internship experiences remotely.