

# VIRTUAL INTERNSHIP DO'S & DON'TS

## DO:

- ✓ Ask your supervisor which platform for online collaboration you should utilize for video conferencing, chatting, scheduling, and project management. These platforms may include Microsoft Teams, Skype for Business, Zoom, Calendly, Asana Task Manager, BaseCamp, Google Docs, virtual private networks, and One Drive. Coordinate with your supervisor on any training needs for these platforms including screen sharing.
- ✓ Tell your supervisor how to best reach you and your preferred method of communication (email, text, messaging, etc). Ask the same of your supervisor and be responsive.
- ✓ Ask your supervisor about any office policies including confidentiality.
- ✓ Establish a dedicated workspace in your home away from distractions and organize your desk with necessary supplies. Coordinate with your supervisor regarding technology and ensure you have proper internet connectivity.
- ✓ Discuss work arrangements with roommates, partners or anyone you live with to avoid interruptions and distractions during the workday.
- ✓ Set regular hours or a routine. Prepare for each workday as if you were going to an office such as make a daily to-do list including meetings to stay on task.
- ✓ Dress appropriately for video conference or in person meetings. If unsure, ask your supervisor.
- ✓ Set a regular check-in schedule and have daily or weekly check-ins with your supervisor. These check-ins could be more frequent at the start to set clear expectations.
- ✓ Set goals for professional development and/or skill building and establish those early on with your supervisor.
- ✓ Ask for regular feedback from your supervisor and clarify deadlines, if unsure.

- ✓ Be creative and be prepared to troubleshoot. Go to websites if technology fails and ask your supervisor who to call for tech help.
- ✓ Be patient. This may be the organization's first time having a virtual internship as well. There will likely be some bumps along the way.

## DON'T:

- ✗ Overcommit - only bite on what you can chew. Even if you want to impress your supervisor, taking on more than you can handle and then not finishing would not be wise.
- ✗ Miss deadlines. Clarify when projects are due with your supervisor and schedule your time accordingly.
- ✗ Be afraid to ask for help. Especially if you are unfamiliar with their technology or systems.
- ✗ Assume that your supervisor knows what you are thinking or feeling.
- ✗ Compare yourself to other interns.
- ✗ Assume you can be casual or communicate casually in messaging platforms. This is a job and you should conduct yourself professionally.
- ✗ Forget to set your status (i.e. available, away, etc.) on messaging and other platforms. Your supervisor should know when you are available in case they need you for a project.
- ✗ Be late for meetings. Tardiness reflects badly on you as an intern.
- ✗ Forget GR 24 and RPC 5.5 and the unauthorized practice of law rules.
- ✗ Forget that you are an ambassador for SU Law School. Your work and how you conduct yourself in your virtual internship matter and affect the reputation of the school.

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## SAMPLE INTRODUCTION EMAIL

Dear SUPERVISOR:

Thank you again for offering me an internship this summer. I am thrilled to be here and hope I can really make a difference for (NAME OF ORGANIZATION) this summer. I am reaching out to establish some clear guidelines for my VIRTUAL OR COMBO VIRTUAL/IN PERSON internship. I can be reached at 123-4567 (cell) and my personal email is email@emailserver.org. My work hours will be from X a.m. to X p.m., Monday through Friday, unless we agree otherwise. I understand that we will be using XXXXX to communicate and that I will be using XXXX to save documents. (if known). (If unknown) – Please let me know which electronic platform you prefer I utilize to communicate with you and other members of the team as well as where to save documents. If possible, I would like to meet often at the start of my internship, and I would love to hear your thoughts about this. This summer, I have the following professional development and skill building goals: XXXX. I understand that we may not be able to achieve all of these goals. Finally, I greatly value regular feedback and hope that I will learn a great deal this summer! INSERT ANYTHING ELSE HERE YOU THINK YOUR EMPLOYER SHOULD KNOW.

Looking forward to an amazing summer!

Best,

Your Name