

HIRE GW

Tips for providing a productive remote internship

Participating in an internship is a vital part of the GW student experience. Students often enhance their academic learning, explore career options, and gain professional experience through internships. Here are a few tips for providing a productive and engaging remote internship for a GW student!

Be organized

Because the intern will not have the opportunity to have the everyday interactions of the workplace, the materials, instructions and task descriptions need to be well prepared and available online so that they have access to that information when it is needed.

[CCWT: What to do about internships in light of the COVID-19 pandemic?](#)

Consider creating a shared “Daily Responsibilities” document between you and the intern. This way the intern can clearly see the assignments you have outlined for the day and add any additional tasks that they may be working on or finishing up.

Be available

Install structured communication and check-ins to include the intern’s direct supervisor, members of your intern’s work group, and leaders in other additional areas of business. [Keeping Interns Engaged Remotely](#)

If possible, have a virtual Open Door Policy where the intern can quickly reach you through an Instant Messenger service if they have questions during their regular scheduled work time.

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Be a resource

Provide regular feedback to the intern on their work and progress. Students seek out internships to learn and enhance skills, within a professional environment of interest. Letting the intern know they are doing a good job on a project or how they can improve in a specific area can be very beneficial, even after their internship with you is complete.

Schedule virtual meetings or activities for the intern to connect with other interns as well as colleagues in your company or organization. Virtual coffee chats or lunches are just some examples of ways to keep your intern engaged and meet others.

Technology

GW students have access to a variety of technology resources to help them engage and learn while in a virtual environment. These include:

- Webex
- G Suite
- Box
- Adobe Creative Cloud
- Jabber
- Microsoft Office 365
- LinkedIn Learning

Questions?

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