



Online Internship Tips for Students

In an effort to continue to gain valuable internship experiences during the COVID-19 pandemic, many students have turned to online or remote internships. There are some inherent challenges and differences that come with remote internships but do not exist in in-person internships. This document was created to help address those differences and some of the questions you may have.

• How can I find a remote internship?

- Traditional job and internship search sites such as Handshake, LinkedIn, Glassdoor, and Indeed include online internship listings. For public sector opportunities, Idealist.org is a good resource. While looking through these sites, you have the option to filter your search for remote positions.
- Contact your career services counselor at your university. Your career services counselor will have a great idea of which organizations have created online internship opportunities and help provide additional places to look for opportunities.
- A new website created by a student at Indiana University offers a database of remote internships. Visit <https://covintern.com/jobs/about/> and use the search bar to find different organizations that may fit your skillset.
- Check with federal, state, and local government to explore COVID-19 related opportunities. For example, Govern for America is now offering a service through their website to match students with different COVID-19 projects in state and local government (<https://www.govern4america.org/response-corps-app>).

• What questions should I ask to help find the internship best for me?

- There are many ways an organization can go about hosting a remote internship. Consider asking the following questions to learn more about the work expectations:
 - What is the preferred method of communication for the internship supervisor?
 - Will you be able to connect with other interns and employees at the company in

order to expand your professional network?

- How will your work be supervised? Are you required to work a certain number of hours per day or will you be given deadlines for self-paced work?
 - Does your internship include any training (e.g., how to telework, use different software, or an orientation to the organization)?
- ### • What Steps Can I Take to Ensure a Successful Internship Experience?
- Plan to operate with more independence. Online internships differ from in-person internships in that you will be less monitored and therefore have an increased sense of independence. You will be responsible for learning new things and holding yourself to certain standards of work without someone directly watching over you.
 - Find a space where you can work efficiently- A good workspace is somewhere where you can try and minimize ambient noise. Also, consider having somewhere with a professional background for videoconferencing (one without too many distractions).
 - Create a schedule. Include specific times in which you will work, plan out your schedule to include breaks and let any roommates know your work schedule. Setting a specific time at which you will stop working for the day is important so you can maintain a positive work-life balance.
 - Prioritize communication. Since there is less opportunity for communication in an online internship, keep a steady flow of communication with your supervisor or work team. Be proactive with your questions and work to cultivate relationships with your coworkers.