The Albers Placement Center, the Career Engagement Office and many of our employer partners, are committed to providing enriching opportunities for Seattle U students, even if that means transitioning their internships from in-person to virtual/remote. We hope these tips and best practices are helpful in developing your internship programs.

**UTILIZE TECHNOLOGY AND IDENTIFY WHAT TOOLS WORK BEST FOR YOU AND YOUR COLLEAGUES**

Seattle U students have access to Zoom and Microsoft Teams.

**ESTABLISH RECURRING CHECK-IN MEETINGS**

One at the start of the week (Monday) and one towards the end of the week (Thursday/Friday).

**UTILIZE CHAT TOOLS FOR QUICK QUESTIONS AND CHECK-INS THROUGHOUT THE WEEK**

**CONSIDER PROJECT-BASED WORK**

Set specific expectations and deadlines.

**ESTABLISH COMMUNICATION EXPECTATIONS:** EOD status email, chat, or phone call.

**CONSIDER REACHING OUT TO OTHER DEPARTMENTS FOR ADDITIONAL PROJECTS**

**DEVELOPING A VIRTUAL INTERNSHIP**

- Strengthen your full time hiring pipeline
- Larger, more diverse candidate pool (less geographical restraints)
- Time savings and increased employer productivity
- Space and equipment savings
- Student scheduling convenience

**RESOURCES**

- Check out our Recruiting Guidelines & Policies
- Ready to post a job/internship? Visit Handshake

**BENEFITS TO EMPLOYERS OF REMOTE INTERNSHIPS**

- Strengthen your full time hiring pipeline
- Larger, more diverse candidate pool (less geographical restraints)
- Time savings and increased employer productivity
- Space and equipment savings
- Student scheduling convenience

**TIPS FOR A SUCCESSFUL VIRTUAL INTERNSHIP**

**SET UP STUDENT FOR SUCCESS:**

- Virtual on-boarding can be tricky, set aside time to prepare an on-boarding meeting/orientation for the intern
- Clearly communicate expectations at the start of the internship
- Ensure the student has access to essential technology, information, and resources

**CLEAR COMMUNICATION:**

- Utilize technology and identify what tools work best for you and your colleagues
- Seattle U students have access to Zoom and Microsoft Teams
- Establish recurring check-in meetings
- One at the start of the week (Monday) and one towards the end of the week (Thursday/Friday)
- Utilize chat tools for quick questions and check-ins throughout the week

**CREATE A SOLID WORK PLAN:**

- Consider project-based work
- Set specific expectations and deadlines
- Establish communication expectations: EOD status email, chat, or phone call
- Consider reaching out to other departments for additional projects

**BUILD COMMUNITY FOR THE INTERN:**

- Set up time for interns to meet each other and collaborate throughout the internship
- Set up time for interns to connect with coworkers and colleagues (virtual coffee dates, lunches, or happy hours)
- Consider implementing a mentor program

**OTHER WAYS TO GET INVOLVED "ON-CAMPUS"**

- Partner with the APC or CEO to host a webinar, Lunch & Learn, or Career Panel
- Host a company/industry information session, Coffee Chat, AMA (Ask Me Anything), A Day in the Life sessions, etc.
- Post jobs, internships, events to Handshake

**QUESTIONS? We are here to help.**

**The Albers Placement Center**

Albers School of Business & Economics

apc@seattleu.edu

(206) 296-5687

**The Career Engagement Office**

Campus Career Center

careerengagement@seattleu.edu

(206) 296-6080