# MANAGER TIPS FOR REMOTE INTERNSHIPS

## 1. Introduce Interns to Your Company Culture
- Share resources with interns on written and verbal communications preferences
- Give interns specific feedback as early as possible, especially on their written communication.
- Be explicit about expectations for online availability, communication levels, etc.

## 2. Build a Positive Team and Company Environment for Interns
- Assign interns a mentor on the team
- Invite interns to virtual informal connection opportunities for your team/organization such as virtual coffee chats, or virtual team lunch
- Create opportunities for your intern to learn about your company culture by setting up 1:1s with employees in other parts of the organization

## 3. Promote Affinity and Interest Groups
- Make sure that interns are connected with employee affinity and interest groups
- Offer to accompany interns to virtual affinity group events

## 4. Promote Intern Connections with Peers and Near Peers
- Create opportunities for interns to connect with peers at your company, in the form of a joint project or more informally, as part of a volunteering or networking event
- Encourage interns to set up private digital spaces (What’s App, GroupMe, etc.)

## 5. Set Interns Up for Successful Performance
- Discuss success metrics early. How will they be measured? What does a successful internship look like?
- Schedule weekly 1:1s to set goals for the week, discuss accomplishments, troubleshoot obstacles, and to get and give timely feedback
- Ask about life outside of work: what are their interests and goals? How is their college experience going?

## 6. Develop Habits That Make Virtual Meetings More Equitable
- Include interns (even if the topic is not relevant to them) to provide additional learning opportunities
- Begin meetings by acknowledging everyone in the room, even those that are not on video
- Include interns in scrum/agile sessions

## 7. Adopt Meeting Habits That Allow Interns to Become More Active Participants
- Send documents and collect input in advance; not everyone has multiple monitors to enable them to review documents and participate in videocalls simultaneously
- Follow up virtual meetings with emails/messages to ensure that everyone left with the same understanding

## 8. Use Virtual Technology to Increase Inclusivity
- Use the chat function to reiterate important points and to allow others to ask questions or make comments
- Turn on closed captioning
- Encourage team members to use the “raise hand” function to reduce the opportunity for 1-2 people to dominate conversations
- Record key meetings and share the link with employees

## 9. Ensure That Interns Have Equal Access to Technology for Remote Work
- Don’t just assume – ask whether your intern has a steady internet connection, device, and any additional software or hardware they may need
- Suggest additional hardware or software offered by the company that you find useful and make sure interns feel comfortable using it

## 10. Create Virtual Team Norms That Include Using Video
- Let your team know that it is okay to blur their background or add a virtual backdrop
- Acknowledge that pets, roommates, kids and other family members may wander into view

### RECOMMENDED RESOURCES

- [13 Women On the Real Emotional Toll of Code-Switching at Work](link)
- [The Costs of Code-Switching](link)
- [Day-To-Day Experiences of Emotional Tax Among Women and Men of Color in the Workplace](link)
- [E-Mentoring Checklist](link)
- [Tips for Mentors Shifting to Text-Based Communications](link)