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 CONNECTONS 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 PARTICPANTS
- ❑ 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)

REBOOT REPRESENTATION