Virtual Internships: Planning Resources

Planning Recommendations

- Choose an online platform that allows for interaction & collaboration
- Consider a shorter work day & work week than an in-person internship
- Have academy staff evaluate candidate’s ability to engage in a virtual program
- Create a set of virtual internship expectations & guidelines
- Consider manageability of workload when developing intern work projects
- Identify opportunities for workshops on skill development & industry knowledge
- Orient company employees who support interns as mentors and/or supervisors
- Develop a communication management plan, to include:
  > Check-in call schedule
  > Virtual office hours for support & interactivity
  > Online chat room for posting questions throughout the day

Internship Activity & Workshop Ideas

- Ice breaker activity for intern and supervisor
- Industry skill development workshops (e.g., project management, design thinking, web building, coding)
- Team building activities (for group-based internships)
- Career panel to showcase roles within an organization
- Essential skill development workshops (e.g., resume, interpersonal communication, social media & netiquette)
- Virtual worksite and/or college tours

Web-Based Resources

Open Source Interactive Platforms

- [Google Classroom](https://classroom.google.com): Basic option is free, upgraded option is free for non-profits
  - [G Suite for Education](https://edu.google.com): Provides a platform for document collaboration, submission, and feedback on documents, spreadsheets, and presentation slides
- [Zoom](https://zoom.us): Allows for virtual small and large group meetings, upgraded option allows break out rooms
- [Slack](https://slack.com): Allows for organized collaboration between small groups and individuals
- [Trello](https://trello.com): Project management tool that can also be utilized to assign individual and group projects

Virtual Team Building & Facilitation (for groups)

- Ice breakers & energizers
- Team activities
- Managing virtual teams

Open Source Self-Guided Instruction

- [Kahn Academy](https://khanacademy.org)
- [InfyTQ Wingspan by Infosys](https://www.infytq.com)
- [Coursera](https://www.coursera.org)
- [MIT Open Course Ware](https://ocw.mit.edu)

Industry Skill Training & Modules

Design Thinking
- [Project Invent](https://projectinvent.org)
- [IDEO Design Kit](https://www.ideo.org)

Project Management
- [Project Management Institute (PMI)](https://www.pmi.org)