

VIRTUAL CONNECT



Virtual Internships can be a great opportunity for me to work at a great company like yours without moving to a new city.

Here are some ways you can help me build intentional connections during my virtual internship!



Below are some activities for building intentional connections between interns, their peers, and host organizations.



Intern-to-Intern

- Set regular meetings, workshops, and special activities for the intern group
- Incorporate team-building activities into group meetings to help interns get to know each other
- Establish chat groups or team spaces for peer-to-peer collaboration and prompt them to engage around work, internship goals, and other topics of shared interest
- Set norms for engagement and collaboration, such as having cameras and microphones “on” when appropriate; regularly check for messages and be responsive
- Incorporate self-assessments or inventories to help interns learn more about and articulate their strengths, areas for growth, work styles and learning preferences
- Assign interns to pairs or small groups to encourage peer interaction and collaboration for work and social tasks

Intern-to-Professionals

- Ensure supervisors and/or mentors are prepared to engage with and support the interns with pre-planned activities, timelines, and clear expectations for their roles
- Invite interns to meetings with other professionals to gain perspectives or insights on organizational projects
- Encourage them to participate in virtual activities such as socials or game nights
- Help interns set learning and networking goals like committing to a minimum number of informational interviews with colleagues during the internship
- Schedule interactive sessions with interns and top leaders in the organization such as the president, CEO, or board members

Intern-to-Organization

- Share information about the host organization and the department hosting the internships before the interns’ first day
- Welcome interns using organization-wide communication tools. (e.g., emails, daily announcements, newsletters)
- Schedule virtual tours of the facilities, showing interns where key activities take place or where team offices are located
- Include interns in community service days, project promotion days, and team-building activities and ensure that they have the appropriate marketing items, company T-shirts, etc.
- Facilitate introduction of interns to special interest groups in the organization; invite representatives to join interns for meetings or lunch
- Present ways for interns to maintain a relationship with the organization and access to future internship and/or job opportunities



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