

# 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](#): Basic option is free, upgraded option is free for non-profits
  - > [G Suite for Education](#): Provides a platform for document collaboration, submission, and feedback on documents, spreadsheets, and presentation slides
- [Zoom](#): Allows for virtual small and large group meetings, upgraded option allows break out rooms
- [Slack](#): Allows for organized collaboration between small groups and individuals
- [Trello](#): 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](#)
- [InfyTQ Wingspan by Infosys](#)
- [Coursera](#)
- [MIT Open Course Ware](#)



### Industry Skill Training & Modules

Design Thinking

- [Project Invent](#)
- [IDEO Design Kit](#)

Project Management

- [Project Management Institute \(PMI\)](#)