

REMOTE INTERNSHIP

AT THE START OF YOUR REMOTE JOB OR INTERNSHIP

Agree with your supervisor about when you'll be available and working each day and whether it's best to use phone, e-mail, or video calls for check ins. Treat those times you're available as if you were working in-person at the organization. On any given day, alert your supervisor if you won't be available during those hours.

Remind your supervisor if there is a significant time zone difference, but understand you will need to be flexible.

Create a work plan or learning plan with your supervisor at the start of the internship with clear duties and responsibilities and goals and concrete deadlines for projects you're expected to complete.

Schedule regular check-ins. Consider a plan in which you correspond directly with your supervisor at least twice a week by phone, email or other method and get regular feedback on assigned projects.

Use brown.edu/linkedinlearning for workshops on all sorts of skills and topics to help you prepare (and also for professional development throughout the summer). LinkedIn Learning offers workshops on working remotely. Search "remote" to find them.

AS YOUR INTERNSHIP OR JOB PROGRESSES

Plan each day and create a schedule. (Use Google calendar if that works for you). It's easy to overwork! Take water breaks and set aside time for lunch and even a quick break to go outside for some fresh air.

Working from home or living with roommates? Let your family and friends know when you will be on phone calls and Zoom meetings (just like you did for classes) to prevent interruptions.

Remember, it's OK to ask questions, especially when you're first getting started. Use the communication plan you set up with your supervisor to decide which method is best -- phone, e-mail, Zoom, Slack, or other project management and communication software -- for quick questions.

Try to set up phone or video calls with other co-workers and employees. Network as much as possible to maximize your time with the company/organization.

Keep a log of your work and projects that can be submitted to your supervisor on a weekly basis. (If this is not something that your supervisor requires, you can use this information from this weekly log to update your resume and LinkedIn profiles, and look back to the log to remind you of what you did when you're writing cover letters and preparing for interviews.)

Be flexible! Especially when you work remotely, you should expect that the internship position may change over time. Conditions change. The priorities of the organization and the people involved change. So, if your supervisor needs to postpone the check-in call one week, go with it! Communicate regularly and make sure that you fully understand each assignment and what goal it helps the organization achieve because that will help you adapt to modified assignment parameters or deadlines.

Ask if you can participate in virtual meetings or professional development opportunities both inside the organization and outside.

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In charge of organizing a meeting? Send a meeting agenda that includes pre-work, questions to be discussed, and time allotted for each question to participants ahead of time.

Connect with other students completing remote-work internships, especially if those internships are in related fields. Get a bigger picture of trends, best practices, what companies are out there, and what interns typically do in remote-work internship positions. Even better, you should try to connect with people conducting remote-work internships in fields very similar to yours. That will help you make the most accurate comparisons. These connections with fellow interns can bolster your academic and professional networks by showing you where else you could work and what the work might be like. You could connect with fellow remote-work interns in many different places and ways.

AT THE CONCLUSION OF YOUR REMOTE JOB OR INTERNSHIP

Discuss the projects you were assigned or assisted with that need additional attention.

Send a formal thank you letter reiterating your appreciation for the experience.

Ask co-workers and supervisors if you can connect with them on LinkedIn and if they would consider being references for you. Ask your supervisor to write a recommendation for you on LinkedIn.

Consider meeting with a Career Counselor to debrief your experience and talk about how it might influence your direction or search for future internships or jobs.

Make an appointment with a career counselor in Handshake or by e-mailing CareerLAB@brown.edu to evaluate the remote experience or plan for how to get the most out of it.