

Top Tips for Online Internships:

Advice and Guidance for Students.

An online internship is a work placement with an employer, which is carried out digitally and remotely rather than in-person at the organisation. Online internships are also known as virtual, hybrid, remote, or e-internships and can be completed from anywhere in the world. Due to the 2020 global health pandemic, the prominence and availability of online internships has increased. There are advantages and disadvantages for both virtual and traditional internships, understanding these differences will help you to successfully complete your virtual experience and your internship academic course.



What does a virtual internship consist of?

An online internship, typically includes:

-  An online induction.
-  A group or individual project.
-  Support from a line manager or mentor.
-  Online professional development and training.
-  Digital meetings and catch ups.

Benefits of online internships include:

-  No commuting time and travel costs.
-  Flexibility, fitting around your other commitments.
-  Independence, setting and managing your schedule.
-  Gaining new skills, including digital literacy skills.
-  Accessibility, as organisation location is not an issue.

Challenges of online internships.

Working remotely can make interns feel disconnected from their organisation. To help prevent this:

- Communicate**  Keep in regular contact with your team and line manager via email, video call, phone call, or instant messenger.
- Connect**  Find opportunities to network online with you colleagues, read news and organisation updates and ask about group training opportunities.



Top tips for working remotely and digitally:

- Time management – plan and prioritise workload tasks.** 
- Prepare a to-do list at the start of the day or week.** 
- Establish a work routine.** 
- Discuss and agree your office hours.** 
- Create a comfortable working environment.** 
- Avoid unnecessary distractions.** 
- Ask for feedback from your colleagues.** 
- Understand the online professional etiquette.** 
- Ask for help, if you are not sure about tasks and responsibilities.** 
- Adhere to the organisation's IT security guidance.** 

Reflecting on your experiences.

During your online internship keep a record of your:

- ★ Learning and employability development.
- ★ Key achievements.
- ★ Skills and attributes development.
- ★ Familiarity with new IT software.

Don't forget to update your CV with this information and present your experiences at future interviews.