

Remote Internship Supervisor Checklist

Pre-Intern Start Date:

Update Job Description - Consider the unique conditions of remote work and how the job description must reflect the realities of the work and the knowledge, skills, and abilities you're looking for in order to have this work be executed remotely.

Determine Equipment Needs

- Video Web Camera
- Computer/Laptop
- Headset
- Phone
- Adequate Internet

Prepare Onboarding Materials

- Training on Virtual Tools
- Virtual Introductions to Team

First Week:

Review, complete, and sign Remote Internship Agreement Form.

- Set up meeting for mid-way through internship to review.

Discuss and schedule professional development trainings.

Work with the intern to identify a mentor within the organization.

- Get permission from the staff member (*ensure they have the time and attention*).
- Send introduction email and help set up first conversation.
- Encourage intern and mentor to touch base weekly or bi-weekly.

Weekly:

One-on-One Supervision Meeting.

Review tasks/projects and check-in on personal life.

Create opportunities for social engagement connecting the intern with others.

Plan meaningful ways to deepen your relationship.

Midway through Internship:

Execute longer check-in meeting

- Review learning outcomes and objectives set forth at the beginning of the internship.
- Revise as needed.

End of Internship:

Wrap-up meeting to review projects and achievements.

Reflect on objectives from Remote Internship Agreement Form.

Collect feedback on the intern's experience for future improvements.