

# Making the Most of Your Virtual (Remote) Internship Experience

## Research and Preparation

Make sure that you know all there is to know about the organization prior to the start of your internship. Conduct research to find out what products and/or services are being offered, the mission and vision of the organization and the overall structure. Since you will not be in an office environment, you may feel alienated during your virtual internship, but learning more about the work you are part of can offset this impression. It can also better equip you for any tasks you are given.

## Be Positive

A positive attitude and a smile go a long way especially as organizations may be in the process of shifting operations in a short period of time.

## Be Flexible

This may be the first time the organization has offered a virtual or remote internship opportunity so they may be learning just as you are. It's important to have flexibility with your expectations and assignments as organizational demands may be changing. Practice patience and be ready to assist as needed.

## Manage Your Time

With a virtual internship, you will not have a supervisor's physical presence to keep you on task. Regardless, it is still important to complete your work in a timely manner. Do not let distractions (like Facebook or Twitter) tempt you; treat your time at work seriously. If the tasks that you are given do not keep you busy for long, ask for more work, as this will impress your supervisor. Most important, do not ever miss a deadline or leave a task unfinished.

## Create a Professional Environment

Even if you are not in a traditional office environment, you should still make an effort to dress professionally. If it motivates you, you can even work at a library or coffee shop. You should also set up an area of your apartment, dorm, or house that will serve as your office. In short, even if you are not physically in an office, you should feel like you are at work—this is even more critical if you will have video chats with clients or colleagues.

## Be Enthusiastic!

People connect to energy - that can be harder to translate in a virtual space, but it can be done. Be sure to be "alive, awake, alert, and enthusiastic" during your virtual meetings. Make sure to contribute comments and questions. Share what you are working on - no one will know what you are doing or accomplishing unless you tell them (they cannot walk down to your office to discuss.)