Remote and Virtual Internships Options Sheet

Introduction

Translating an internship to remote or virtual settings proces to be one of the more straightforward of all the Work-Based Learning activities, as long as the activity and tasks of the internship can be completed remotely. While internships are generally conducted in the workplace or with a partner organization, in some cases interns may engage in an internship remotely and connect to their internship host and team members electronically via telephone, Skype, Zoom, WebEx, Microsoft Teams or some other technology. There are also virtual simulations available where a learner[9] can select a particular career or occupation, conduct online research and then address and complete one or more mock work assignments for review by a teacher or connector.

Remote Internship Options

Remember, remote activities promote "live" learner contact with adult professionals and front-line workers via the use of technology.

Remote Internships

In a remote internship, a learner is engaged in his or her internship remotely. Many industries and employer partners have recently shifted to a model where their employees work from home-based settings. Most of these employers have established protocols, communications systems and supports to ensure that work is productive, employees are engaged and connected to each other. These same protocols apply to interns who are completing their internship from home.

Creating a Remote Internship

To design an effective and meaningful virtual internship, look to what has been successful for in-person internships with your industry partners or your organization. The first step is identifying projects that are appropriate for remote interns, such as those appropriate for an entry-level worker, that require minimal oversight. Consider the age, academic status, and skill set of your interns. Projects assigned to the interns should have clear and attainable goals. Informing interns of the connections between their projects and how they contribute to the organization can provide students an invaluable perspective.[10]

Remote Internship Resources

"CareerReady Work Learn_Grow_Remote Internship Industry Partner Guide'
http://wbltoolkit.cte.nyc/wp-content/uploads/2021/01/20.3.3-CareerReady-Work-Learn_Grow_Remote-Internship-Industry-Partner-Guide.pdf

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[9] Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

[10] Adapted from ""CareerReady Work Learn_Grow_Remote Internship Industry Partner Guide' NYC Department of Youth and Community Development. with Grant Associates and the NYC Center for Youth Employment, 2020.

Steps to Success
- Review the Internship Guide.
- Distribute and review checklists and tip sheets to all parties.
- Recruit Internship hosts or work with existing Internship sponsors to design and implement remote internship experiences.
- Pair learners with appropriate internship opportunities. Facilitate learner choice and preference.
- Arrange interviews with Internship Host, who selects the intern via an online interview.
- Create an individualized WBL plan with the Internship host, WBL Connector and Intern.
- Teacher Supports the internship, the work-based learning plan, and checks in with the Intern and host regularly.

Special Considerations
- Ensure equity in learner access to technology to effectively participate in the internship.
- Help learners think about time management and how to focus on tasks when participating in a remote internship.
- Consider school policy relayed to online interactions.

Virtual Internship Options
Remember, virtual activities are generally simulations and provide learners with employer exposures through recordings, on-line research, and related classroom activities.

Virtual Internships
Virtual Internships are simulations where a learner or group of learners can select a particular career or occupation, conduct online research and then address and complete one or more mock assignments for review by a teacher or WBL connector.

Virtual Internship Resources

https://sites.google.com/site/virtualinternshipswbl/home

The activities on the Virtual Internships website can be used in several different formats. The educator may:
1. Lead the class as a group exploring one of the internships.
2. Assign the activities for out of class work.
3. Have learners work in groups on chosen internships.
4. Have learners work independently on a chosen internship.