

Emerging trends and best practices for virtual internship sites and how to vet the internship site and experience (compiled by Leslie Blakney, Plymouth State University)

- a. Update, adjusting and clearly defining **internship responsibilities and objectives** (*what are the tasks/responsibilities and how will these be completed*)
- b. **On-boarding and training** – how does the internship site plan to educate, train and set clear expectations for the internship and student?
- c. **Project, task and performance management tool** – does the internship site have a tool and system to manage internship progression and ability to monitor the intern's work. Tools could include Google drive, Slack, Microsoft Teams, Skype, Zoom
- d. **Communication and feedback** – ensure there is an elevated plan for continuous communication and a plan and platform to provide feedback on the intern's work and performance.
- e. **Time management and flexibility** – address what boundaries and expectations are set to when the intern can work and setting deadlines with an understanding that some responsibilities can be completed more efficiently or may take longer due to not being in-person for quick feedback or asking clarifying questions.