VIRTUAL INTERNSHIPS

SAMPLE OUTLINE: FIRST TWO WEEKS OF REMOTE WORK
SETTING UP A VIRTUAL INTERNSHIP

This outline provides a sample of what week 1 and 2 of a virtual internship could look like. You can use it to guide your discussion with a potential employer. If they have questions on how to set-up a virtual internship that you cannot answer, you can always connect them with SoHE’s Internship Coordinator (danielle.croegaert@wisc.edu) or feel free to direct them to the Employer’s Guide to a Virtual Internship document on SoHE’s Internship Website.

WEEK 1:
SETTING THE STAGE AND ORIENTATION

FIRST SUPERVISOR MEETING [1 HOUR]
Schedule a video chat if possible. Outline communication preferences and reach an agreement on modes of communication and frequency. Provide a rough overview of the internship. Leave time for Q&A.

ORIENTATION [1 HOUR]
Schedule virtual meet & greet with the intern and relevant staff members. Play an icebreaker or two to allow the intern an opportunity to build connections with staff.

SECOND SUPERVISOR MEETING [30 MINUTES – 1 HOUR]
Schedule a video chat if possible. Provide a detailed outline of the 1st project (or sole project, if it is set to last 6 weeks or more) and the relevant subtasks for that week. Discuss with the intern what they will gain from the project and how it benefits the larger work of the organization. Provide time for Q&A.

    Description of 1st Project: TBD

INTERN FOCUSED WORK TIME [7 HOURS]
Be sure to outline subtasks and micro projects that will fill this block of time. This block of time will also likely include any questions back-and-forth between supervisor and intern.

    Subtask 1: TBD (estimated time commitment: TBD)
    Subtask 2: TBD (estimated time commitment: TBD)
    Subtask 3: TBD (estimated time commitment: TBD)
    Subtask 4: TBD (estimated time commitment: TBD)

END-OF-WEEK 1 SUPERVISOR MEETING [30 MINUTES – 1 HOUR]
Review project progress from the week. Answer any questions the intern may have and be sure to provide constructive feedback as necessary. Filling some of this time with casual conversation is encouraged as it builds connections and fosters trust. Preview the upcoming week and answer any final questions.
WEEK 2

INTERN FOCUSED WORK TIME [5 HOURS]
Be sure to outline subtasks and micro projects that will fill this block of time. This block of time will also likely include any questions interns have for their supervisor.

- Subtask 1: TBD (estimated time commitment: TBD)
- Subtask 2: TBD (estimated time commitment: TBD)
- Subtask 3: TBD (estimated time commitment: TBD)
- Subtask 4: TBD (estimated time commitment: TBD)

SUPERVISOR EMAIL CHECK-IN
Consider a brief mid-week check-in with your intern to field any questions, concerns, or challenges they may be facing.

MENTORSHIP/NETWORKING OPPORTUNITY #1 [30 MINUTES – 1 HOUR]
Schedule a video chat if possible. This is a great opportunity to host a virtual brown bag lunch for your intern. Invite a coworker or another professional within the field to connect with your intern and conduct a brief presentation or Q&A session with them. Prep your intern prior to the mentorship/networking opportunity.

INTERN FOCUSED WORK TIME [3 HOURS]
Be sure to outline subtasks and micro projects that will fill this block of time. This block of time will also likely include any questions interns have for their supervisor.

- Subtask 1: TBD (estimated time commitment: TBD)
- Subtask 2: TBD (estimated time commitment: TBD)
- Subtask 3: TBD (estimated time commitment: TBD)
- Subtask 4: TBD (estimated time commitment: TBD)

END-OF-WEEK 2 SUPERVISOR MEETING [30 MINUTES – 1 HOUR]
Review project progress from the week. Answer any questions the intern may have and be sure to provide constructive feedback as necessary. Filling some of this time with casual conversation is encouraged as it builds connections and fosters trust. Preview the upcoming week and answer any final questions.

![Intern working on a laptop](image_url)