


Remote INTRA Internships



Remote internships, when properly delivered can be a rewarding experience for both the student and the employer. Due to Covid-19 many employers are opting to provide a virtual internship or perhaps a combination of physical/remote working in order to adapt to Government guidelines or restrictions.

Tips for INTRA Employers

- **Preparation** – similar to traditional INTRA internships it is recommended to provide the INTRA office with a job description and follow the standard selection process via our designated INTRA portal.
- **Training**- students will require remote training. Develop a work plan for the INTRA student, training materials, activities and tools that they will need to be successful in the role. It would also be beneficial to identify a member(s) of the team who could act as a mentor for the student.
- **Planning** - as the intern will not have the opportunity for the everyday interactions of the workplace, the materials, instructions and task descriptions should be well prepared and available online so that they have access to that information when it is needed.
- **Technology and Security**- it is important to pre-assess technical requirements for the student before they start their internship such as what software and hardware will be required. It is recommended to limit the students access to



information and data to the necessary level and provide the student with adequate training on GPPR and remote working policies.

- **Supervision and Support**- providing the student with the appropriate level of supervision and support is essential. Invest time and effort in training and feedback. This will help to keep the student motivated and committed to the role. Providing the student with a schedule and structure will be key to their performance.
- **Monitoring Performance**- INTRA students will be working to achieve academic credit, employers will need to consider how they will monitor and evaluate their performance in order to provide accurate feedback to the students INTRA tutor.
- **Communication**- regular meetings through Zoom, Microsoft Teams and other various platforms will be really beneficial for the student. One to one meetings with supervisors will provide the student with an opportunity to ask questions and receive feedback. Team meetings will provide the student with the experience of being part of a professional team and allow them to feel connected with their colleagues.

Benefits

Employers are providing INTRA students with a safe learning experience which is an accredited and integral part of their degree programme. Remote internships allow students to develop technical and interpersonal skills. They will gain experience in online project management and communications. Remote internships require no additional travel or housing costs and could potentially allow your business to reach more diverse applicants who can work from anywhere.