

AMERICAN UNIVERSITY
 Career Center

Creating your Virtual Internship – Tips Sheet

Links to Helpful Articles:

- [Best Practices for Supporting Students Remotely](#) (NACE)
- [Guide to Hosting a Virtual Internship](#) (Handshake)
- [YouTube Series on hosting virtual interns and new hires](#) (College Recruiter)
- [How to Build a Successful Internship Program](#) (LinkedIn)
- [How to Recruit Early Talent from Home](#) (Handshake)
- [Onboarding remote workers](#) (SHRM)
- [5 Proven Benefits Of Remote Work For Companies](#) (Forbes)

Remote Project Examples:

Web Content/Video & Social Media Support	Administrative Support	Data & Information Support	Research & Program Support
Enhance web presence	Update workshop and presentation slides	Data Clean-up and organization	Help manage digital meeting spaces (Zoom, Teams, WebEx, etc.)
Assist with outreach (phone calls, email, social media)	Create handbooks, manuals, standard operating procedures	Develop and manage surveys	Develop materials for lesson plans, programs, conferences, events
Website, podcast updates and edits	Update forms and letters for the coming year	Assist with editing/visual formatting of annual reports	Research contact information for constituents
Create content for social media	Organize file share, archived files, etc.	Collecting content for newsletters	Complete online trainings and certifications
Create training or outreach videos	Host training sessions	User test/comment on products/materials you are developing	Research for upcoming programs and projects

Sample of Tools for Remote Work Management and Collaboration:

- **Symba** (<https://symba.io/>)
- **Trello** (<https://trello.com/en-US>)
- **Zoom** (<https://zoom.us/>)
- **Slack** (<https://slack.com/>)
- **Microsoft Teams** (www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software)
- **Basecamp** (<https://basecamp.com/>)
- **Google Drive & Google Keep** (<https://www.google.com/drive/>) (<https://keep.google.com/>)
- **Workplaceless** (<https://www.workplaceless.com/>)

QUESTIONS? We can help!

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