

[UWE Bristol Undergraduate Summer Internship Scheme 2020](#)

We understand that a remote-working internship might be a concept you've not considered before. We have put together some guidance below that may help you create and successfully run a suitable remote-working internship.

[What do I need to consider before embarking on a remote internship?](#)

[What do I need to think about in creating a remote internship vacancy?](#)

[What should I do prior to the internship starting?](#)

[What should I think about during the internship?](#)

[Where can I access more resources of remote working?](#)

Before you offer a remote-working internship

- Do you have a distinct full/part-time project that can be managed virtually for example, research projects are ideal or social media, marketing and web design.
- Can you give the intern a project brief sharing an overview of the project and objectives and the key tasks along with output/deliverables that are realistic for both of you
- Do you have the time available to support your intern?
- Do you have managers happy to support your intern?
- In a virtual environment it may be more difficult for interns to be aware of expectations for standards of work, leading to putting undue pressure on themselves, these need to be discussed and shared.
- Homeworking may take time for both of you to get used to both practically, emotionally and it may be more difficult to make things happen.
- How will you involve the intern with other colleagues whilst giving them an insight into the business and helping them gain commercial awareness?
- Do you have the equipment and resources to support your intern or will they be using their own laptop/desktop with associated access to Microsoft Office, internet, antivirus software, headphones? Some students may have barriers to accessing devices, software and connectivity.

Creating a remote internship vacancy

- A clear indication in the title and advert details that the role will work remotely
- A clear description of responsibilities/example deliverables
- How induction will be supported
- Training and support available
- How ongoing supervision will be provided
- How communication will be managed with other employees/the organisation
- What equipment and software will be provided or required
- Allowable expenses and any costs that will be covered
- Working pattern and hours
- Insurance coverage, and/or limitations on insurance coverage, pertinent to the role Why not utilise the technology during the recruitment and selection process that the intern would be

using during their remote working internship, offering video interviews, presentations and role play scenarios through video conferencing software?

- Right to work checks have been temporarily adjusted due to coronavirus (COVID-19). Checks continue to be necessary, but can be carried out over video call, using scanned documents or a photo of documents [visit here](#).

Before the internship starts

- Arrange a call to understand and agree expectations.
- Share company guidance on remote working.
- Encourage the intern to consider: The times during the day when they are most productive, how they will develop a routine to stay motivated, their own wellbeing, taking breaks and to be fair to themselves in terms of productivity.
- Understand their personal development objectives and training needs and how this will be delivered and supported.
- Agree core working hours.
- Consider how the intern will be supervised.
- Outline how the intern can access your documents and share how work will be recorded, stored and shared, taking into account GDPR, data security and confidentiality.
- Consider training required if working with sensitive data.

During the internship

- How will you structure an induction? Virtual tours and introductions? Face to face via software such as Microsoft Teams, Zoom, Skype?
- Will a buddy help the intern to settle in more quickly?
- Be clear (SMART – Specific, Measurable, Achievable, Realistic and Time bound) on the outcomes for your project.
- Plan in regular catch ups to review work, gather feedback and understand their wellbeing.
- Ensure the intern has the opportunity to join any online groups so they feel included.
- How the intern report sickness or book leave?

Resources for remote working

Below is a collection of links to external websites that may help you with the different aspects of setting up and recruiting for your remote working internship.

- [LinkedIn guide](#) for those who are new to working remotely
- Mind, the mental health charity, provide helpful advice on their webpages on [coronavirus and your wellbeing](#), including dealing with the effects of isolation.
- [Government COVID-19 guidance](#) for employees, employers and businesses
- [Unitonomy's guide](#) to improving remote work collaboration
- [CIPD's guide to Getting the most from remote working](#), offering top tips around remote working as well as legal and contractual considerations
- [How to work remotely](#), by Tome Duarte, Senior Engineering Manager at Web Summit
- [LinkedIn guide](#) to setting yourself and your team up for remote working
- LinkedIn Covid-19 [Employer resources](#).
- [ISE guide to setting up virtual internships](#).

- ISE Webinar - Setting up and managing virtual internships: a university's perspective
- ISE - How to adapt work experience and internships during Covid-19
- ISE - How to run virtual work experience programmes
- Webinar: Demo of Fun Interactive Exercises for Online/Virtual Settings That Help People Connect
- LinkedIn - Coronavirus resource hub.