



# STUDENT'S GUIDE TO VIRTUAL INTERNSHIP SUCCESS

## Create a work routine:

Start your internship by speaking with your supervisor and making a list of projects you're going to work on. You will need to learn how to balance working autonomously and collaborating with colleagues. Also, make a habit of sending weekly updates to your supervisor about what you're doing and stick to a daily schedule and routine.

## Make your needs known:

Set up a consistent line of communication with your supervisor and team ensuring your preferences and theirs align. Ask questions when you get stuck or confused and ask for assistance.

## Connect with colleagues:

Meet your colleagues through virtual coffee breaks, professional panels and trivia game nights. Develop deeper connections and show them you are interested and engaged. Mentors can be found anywhere and always say thank you.

## Set yourself apart:

Successfully complete your primary job responsibilities and ask for more if you can. Make sure your camera is on during virtual meetings, participate in the conversation when appropriate, create a polished office space, and dress professionally.

## Be patient:

In a virtual world it is often difficult to see when your supervisor or co-workers are busy, so if you don't get a response back quickly don't take it personally. Many of your colleagues may also be working in different time zones, so there could be a delay in communication.

## Utilize your career adviser:

Make sure to meet with and get support from your university student professional development center and your career advisor and/or internship director. Communicate with them for advice and ensure you are meeting your internship goals and requirements.

## Stay connected:

Get connected with your colleagues on LinkedIn before you end your internship and ask if you may use them as a reference on your resume. Plan times to touch base in the future to hear about possible job opportunities and keep them updated on what you're doing. Make sure to send out emails and handwritten notes to thank everyone you worked with and those who helped you.

## For more information:

### Amber Moser

Director of Internships  
School of Communications, Elon University  
amoser2@elon.edu  
(336) 278-6336

 [Click here for information from the School of Communications Internship Office.](#)

