TOP TIPS FOR UNDERTAKING A REMOTE INTERNSHIP

Make the most of your remote internship with the following top tips from the Internship Office.

**Tip 1. Dress up for work**
Many people believe that working from home means being able to wear pyjamas all day. However, the slogan ‘dress for success’ is key, even if you are not working from an office building. Getting dressed for work as you would if you were going into the office can help shift you into “work mode” and get you ready to start your workday; which will likely also involve video meetings.

**Tip 2. Find an adequate workspace**
To prepare effectively for a remote internship, you need to make sure that your workspace is at least as good as, if not better than, an on-site work environment. Ideally, this would include a flat surface, a comfortable chair, proximity to the window or other natural light sources, and a door that closes. You also need to make sure that you have appropriate equipment, operational systems and good internet connection.

**Tip 3. Be punctual**
Start on time and complete your tasks by given deadlines. All employers appreciate the punctuality of their staff, including interns. Being late tells others that you don’t value their time and signals that you are not well-organised and cannot manage your own time.

**Tip 4. Identify your supervisor and ask questions**
On the first day of your remote internship, identify who your supervisor is. This person will guide you through your internship, define your projects, give you feedback on your progress, and be a bridge to professional networks and learning opportunities. You can set up regular short meetings with your supervisor to catch up and ask questions about your role and the organisation.

Take any opportunity to learn and don’t be afraid to ask questions – your supervisor expects you to. Asking for clarifications and
finding out more about tasks will prevent you from making mistakes.

**Tip 5. Treat it as a real job**

Despite being a short remote internship, you should treat this opportunity as a real job. This is a chance for you to put into practice your existing competencies and to gain new skills. Work not only independently, but as part of the team as well. Be on time, work hard and be professional. This will go a long way towards getting a good reference for future job applications.

**Tip 6. Make notes of your duties and responsibilities**

To make the most of your remote experience, you will need to remember the detail of what you have achieved. This will be useful to discuss your progress with your supervisor. Also, by making notes of your duties and responsibilities throughout your remote internship, you will have a great reference point when updating your CV for future job applications.

**Tip 7. Network as much as you can**

The internship is also an opportunity for you to cultivate contacts with professionals in your sector of interest. They could provide valuable insights into the various roles or career paths that you are interested in pursuing. It is also a chance for you to ask questions, gather information, learn about job options, and ask them for help in identifying opportunities in their fields.

**Tip 8. Stay in touch**

It’s good practice to stay in touch after your remote internship. Therefore, as the internship ends, send personalised thank you emails to the people you have worked with and express your gratitude for any guidance they have provided, and give them your contact details. If an opportunity opens up, you could be at the top of their hiring list.