

Virtual/Remote Internship Guidelines

If a virtual internship is proposed by a student or offered by a prospective internship site, you still must complete and sign pages 10-12 of the internship application. Then, for virtual/remote internships, the following additional guidelines are used by the Communication Department Internship Director prior to final approval:

- The organization must be an established, legitimate business or non-profit, as evidenced by considerations such as a physical location, website, history of offering paid employment, listed telephone number, tax ID number, etc.
- The Communication Department Internship Director must approve the supervisory role of the on-site mentor based on the individual's credentials. The Internship Director may request information detailing the proposed supervisor's expertise in the field in which the intern will perform duties. This could take the form of a resume, biography, etc.
- The organization must agree to offer an internship that meets the criteria of a legitimate internship as outlined by the U.S. Department of Labor, The Fair Labor Standards Act found here: <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>
- The organization agrees to a possible site visit from the academic internship coordinator.
- The organization and student (with advisor approval) must agree on a clear, detailed position description which covers all expectations and outlines what constitutes a successful internship (see pages 10-12 of the internship application).
- The organization's internship on-site mentor must provide the student with regular supervision, mentoring, and feedback that includes but is not limited to:
 - Use of a company intranet or virtual workspace on a server, or an online project management or document-sharing tool, such as Office 365, Google Docs, or a similar program. This will allow the on-site mentor to go online and monitor the work which is to be completed. The work is stored in the "cloud," not on a single PC, so it is always available to those who need it.
 - A regularly-scheduled email report in which the student provides information to the internship on-site mentor (and the academic advisor, if requested), such as hours worked, challenges or problems encountered, progress toward learning objectives, and questions posed by the intern.
 - At least two, regularly scheduled, virtual meetings via Zoom, Skype, Gmail video chat or a similar technology. These meetings must be at least one hour in length and used to provide personalized feedback to the student and address any internship-related issues.
- The student must provide the internship director with the output of the internship (e.g., written materials produced, analysis completed) via a professional web folio at the conclusion of the internship.
- All equipment (hardware and software) identical to the kind used in the organization must be provided by the organization to the student intern. If the office does not own similar equipment, the organization must purchase any necessary equipment for the intern. NO use of personal equipment is permitted by the student intern for internship-related business.
- Since students doing virtual internships lack the ability to regularly network with professionals and peers, the organization agrees to pre-pay for student membership in a professional organization and/or pre-pay for admission to one professional association conference held during or after the internship period in an amount not less than \$50 and not to exceed \$100.
- The on-site mentor will provide the Internship Director with a final evaluation of the student intern and assessment of the intern's final web portfolio in the form of a completed On-Site Internship Supervisor's Evaluation of Intern Form.

(Guidelines created and/or adapted by Dr. David Burns, Dr. Terry Rentner, Michael True and with additional input from internship professionals via Internship.Net. Guidelines implemented in some form by the University of Maryland College of Journalism, Salisbury University Department of Communication, and Bowling Green State University Journalism and Public Relations Program, May 2020)