

CALIFORNIA STATE UNIVERSITY LONG BEACH
COLLEGE OF LIBERAL ARTS
INTERNSHIP
PROGRAM



WHAT IS A VIRTUAL INTERNSHIP?

They are much like face-to-face internships, except interns gain experience while working remotely, rather than working in a typical office environment or job location. Interns are able to communicate with supervisors and staff through email, Zoom, Skype, or Microsoft teams. Orientations, onboarding, trainings, and meetings are conducted online.

THE BENEFITS OF A VIRTUAL INTERNSHIP



INCREASE FLEXIBILITY

A key benefit of virtual internships is the ability to implement a more flexible work schedule. Interns can be trained and supervised when it is convenient for both the organization and their interns. This flexibility prevents interruptions to routine work.



EXPAND YOUR APPLICANT POOL

With the flexibility of virtual internships, organizations can attract larger applicant pools and identify the best students for internship positions.



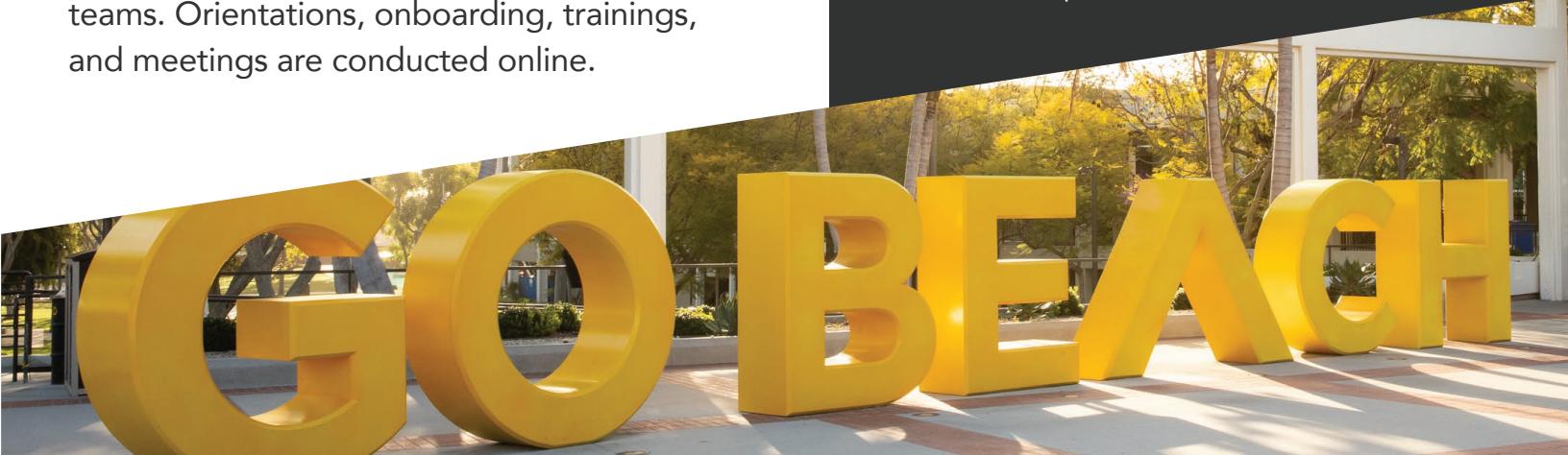
SAVE MONEY

Since virtual interns don't work at your office, you don't have to allocate additional workspace and there are also energy and utility cost savings.



ADDRESS YOUR ORGANIZATIONAL NEEDS

Many tasks previously completed by interns working on site can still be accomplished by virtual interns, including assisting with research needed to complete projects, creation and development of new content and materials, translation of documents, and even data analysis and assessment reports.



EXAMPLES OF VIRTUAL INTERNSHIPS

PIVOTING CURRENT ROLE TO A VIRTUAL ROLE

CENSUS 2020 INTERNS

The City of Long Beach took on four CSULB interns to assist with Census 2020 activities. Students worked on site in the City Manager's Office and out in the community, until face-to-face interaction was suspended due to the COVID-19 pandemic. As the City pivoted to address their Census work, they brought the interns along with them, creating remote work that both aligns with the City's efforts and continues to promote the development of interns' knowledge and skills. One intern whose responsibilities had been to coordinate events has now shifted to digital "listening" to census coverage on social media. This student is learning to use an advanced monitoring tool that will allow the City to implement, for the first time, automated reports and more proactive engagement.

NEW VIRTUAL PROJECTS

Organizations whose primary internships were providing direct services to clients, such as working in after school programs, developed new remote internships to continue to meet organizational needs and provide learning and skill development opportunities for students. New projects included:

- Researching and creating online enrichment activities for students to complete at home
- Virtual story time, where interns read stories and did activities with students via a web-based video conferencing platform
- Translating documents and assignments to provide resources to a larger audience
- Identifying grant opportunities and assisting in preparing grant applications
- Reviewing customer satisfaction surveys and creating graphics for annual reports

HOW YOU CAN GET STARTED

Contact university staff and faculty to talk about your organizations' needs and constraints. Faculty and staff can help you convert your face-to-face internships into virtual internships.

HELPFUL RESOURCES FOR EMPLOYERS

- ▶ What to do About Internships in Light of the COVID-19 Pandemic?
- ▶ 8 Tips to Developing a Successful Virtual Internship Program
- ▶ Best Practices for Creating a Successful Virtual Internship
- ▶ Virtual Internships: A Guide for Employers
- ▶ Remote Internships 101

CONTACT

Contact the CLA Internship Specialist to strategize best practices and begin offering virtual internships.

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