NACE COMMUNITY CALL

VIRTUAL INTERNSHIPS – BEST PRACTICES

April 1, 2020
Agenda

1 Welcome

2 Virtual Internships Best Practices

3 Additional Resources
Welcome
FACILITATORS

- Chris Carlson, Sr. Manager, UR&R Northrop Grumman & President of NACE
- Nora Dempsey, Sr. Advisor for Innovation, US Department of State and lead for the Virtual Student Federal Service program
- Jeffrey Moss, Founder & CEO, Parker Dewey
- Steven Rothberg, President & Founder, College Recruiter
- Dr. Robert Shindell, President & CEO, Intern Bridge
- Mary Scott, President, Scott Resource Group
- Yulkendy Valdez, Co-Founder & CEO, Forefront
NACE UPDATES

• Coronavirus response and support
  • Town Halls
  • Virtual Roundtables
  • Landing page
  • NACE Community
• Virtual Internship – Best Practice Community Call (will be scheduling follow-on calls)

www.naceweb.org
Virtual Internships – Best Practices
## QUICK SURVEY

<table>
<thead>
<tr>
<th>Question</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>TOTAL</th>
<th>WEIGHTED AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>What tools/technologies exist to assist in moving internship program virtual?</td>
<td>48.65%</td>
<td>21.62%</td>
<td>29.73%</td>
<td>37</td>
<td>1.81</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>8</td>
<td>11</td>
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<tr>
<td>How do I engage students with managers in a virtual internship?</td>
<td>42.50%</td>
<td>27.50%</td>
<td>30.00%</td>
<td>40</td>
<td>1.88</td>
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<td>17</td>
<td>11</td>
<td>12</td>
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<tr>
<td>How do I identify work that can be done virtually?</td>
<td>22.22%</td>
<td>51.85%</td>
<td>25.93%</td>
<td>27</td>
<td>2.04</td>
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<td>6</td>
<td>14</td>
<td>7</td>
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<tr>
<td>How do I move traditionally hands-on internship experiences to virtual (e.g., manufacturing, engineering)?</td>
<td>50.00%</td>
<td>33.33%</td>
<td>16.67%</td>
<td>30</td>
<td>1.67</td>
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<tr>
<td></td>
<td>15</td>
<td>10</td>
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<tr>
<td>How do I plan for logistical concerns around time-charging, equipment, systems access, onboarding, etc?</td>
<td>15.79%</td>
<td>47.37%</td>
<td>36.84%</td>
<td>19</td>
<td>2.21</td>
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<tr>
<td></td>
<td>3</td>
<td>9</td>
<td>7</td>
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<tr>
<td>What are some of the possible pitfalls that I need to be aware of?</td>
<td>15.00%</td>
<td>30.00%</td>
<td>55.00%</td>
<td>40</td>
<td>2.40</td>
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<td></td>
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<td>12</td>
<td>22</td>
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<tr>
<td>How do I take into account the intern in ensuring engagement, quality of work and overall experience?</td>
<td>30.19%</td>
<td>33.96%</td>
<td>35.85%</td>
<td>53</td>
<td>2.06</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>18</td>
<td>19</td>
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</tbody>
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TOPICS

• Virtual Engagement of Intern
• Ensuring Quality of Work Assignments
• Potential Pitfalls
• Tools/Technologies
VIRTUAL ENGAGEMENT OF INTERNS

- What are key considerations for ensuring a positive engagement with interns virtually?

- What are students expectations and perceptions?

- What are leading practices for engaging interns virtually:
  - Overall programming
  - Manager & the intern
ENSURING QUALITY OF WORK ASSIGNMENTS

• What are approaches for capturing work assignments that can be done virtually?

• How do we identify virtual work assignments in traditionally hands-on environments?

• How do we allow for manager/intern engagement, oversight, and evaluation of work
POTENTIAL PITFALLS

• What are some potential pitfalls that we all need to be aware of as we plan and execute?

• What are lessons learned once programs have been launched?
TOOLS & TECHNOLOGIES

• What are platforms that we can leverage?

• What are some considerations in selecting a platform for virtual internships?

• How do we safeguard proprietary work projects?
Resources
MESSAGES FROM NACE LEADERSHIP

• Latest News and Insight (March 23, 2020)
• COVID-19 and NACE Update (March 11, 2020)

QUICK POLL

• Preliminary Results – Updated March 27, 2020
• Updates (March 18, 2020)

TOWN HALLS – CORONAVIRUS (COVID-19) UPDATE

• Internships, Recruiting, and Early Career - April 2, 2020
• Engaging Students Virtually During COVID-19 – April 8, 2020
• Strategies for Collecting First-Destination Data - April 14, 2020
• Life After COVID-19: The New Reality - April 21, 2020
• Evolving Impact of COVID-19 on the Future of the Profession - April 29, 2020

Archives  March 18, 2020 (Presentation PDF)
NACE RESOURCES

VIRTUAL ROUNDTABLES
• Career Services Virtual Roundtables (members only)
• University Relations and Recruiting Virtual Roundtables (members only)

RESOURCES
• NACE Community Library (see Coronavirus Resources folder): Share your resources and samples.
• The Benefits of Remote Work for Students (March 16, 2020)
• Career Services in the Climate of Coronavirus (March 16, 2020)
• Columbia University: Moving Key Events Online (March 16, 2020)
• Conferences Being Closed or Shifted Online (Crowdsourced)
• From the Field: The Evolving Response to the Coronavirus
• NACE Members Respond: Resources and Ideas From the NACE Community (March 30, 2020)
• On-Campus Instructional Continuity Policies (Crowdsourced)
• Resources for Online Meetings, Classes, and Events (Crowdsourced)
• School Closings (Crowdsourced)
• Teaching With Accessibility (Crowdsourced)
FREE AND RECORDED WEBINARS ON COVID-19

Provided by NACE members Recorded Webinars/Resources

- Covid-19’s Impact on University Recruiting (webinar recording)
- Slides: Using Project-Based Remote Work During Covid-19
- Summary: How Remote Work Can Help
ADDITIONAL RESOURCES

• College Recruiter
  • Webcast: http://www2.collegerecruiter.com/covid19internships.
  • Ask the Experts blog article that addresses the question of what students should do if their employer delays their start date due to Covid-19. https://bit.ly/2xFksAV

• Parker Dewey
  • Tips for Remote Internships - https://www.parkerdewey.com/blog/remote-internship-program-tips
  • Launching a Micro-Internship Webinar

• Scott Resource Group
  • VIX|R: Virtual Internship Expectations versus Reality tool (contact Mary Scott)
ADDITIONAL RESOURCES

• Federal Government
ADDITIONAL RESOURCES

• Intern Bridge
  • Webinar tomorrow, April 2nd
  • *Delivering An Amazing Virtual Internship Experience* has been created to help employers create a best-in-class virtual internship program. What employers will learn by registering:
    *How to deliver a data-driven, best in class framework for a virtual internship experience;
    *Identify strategic tools you can use to enhance the experience for your virtual interns;
    *Equip managers with the right tools to maximize the ROI of your virtual internship initiatives;
    *Engage your entire organization by focusing on meaningful outcomes;
    *Increase your organizational brand awareness on college campuses;
    *And much, much more!

**Topics that we will cover:**
  *Preparing the organization to “host” virtual interns
  *Building a case for virtual internships
  *Developing powerful virtual internship work plans
  *Educating and training mentors and supervisors
  *Aligning student values and skills with organizational needs
  *Tools and resources you can use to engage your virtual interns
  *Suggestions for projects and tasks for your virtual intern to complete
  *Evaluation and feedback to virtual interns
  *Creating an assessment feedback loop to increase ROI
ADDITIONAL RESOURCES

• Forefront
  • https://www.getforefront.co/post/6-steps-to-designing-a-great-virtual-internship-program