

REMOTE INTERNSHIP REQUIREMENTS

Career Learning and Development recognizes virtual internships as excellent learning opportunities for students where the host provides appropriate supervision, structure and mentorship. A remote internship with pre-established expectations and requirements will increase the productivity, engagement, mentorship and collaboration during the work term.

Remote hosts must agree to and confirm the following Essential Requirements and assess their ability to offer the Ancillary Requirements:

1. WORK SCOPE:

Essential Requirements

- Is relevant to the student's field of study;
- Has predefined assignments and specific project deliverables with set deadlines;
- Specifies daily tasks and reporting requirements or pre-set deadlines;
- Allows the student to gain experiences that enhance existing skills while developing new skills;
- Has a set schedule or expected "office" hours, where the hours worked are tracked and recorded for credit towards the academic internship;

Ancillary Requirements

- Gives perspective into potential careers and career futures;
- Additional: _____.

2. STUDENT BENEFITS FROM:

Essential Requirements

- Regular mentorship from the internship supervisor and other experienced team members;
- Regular supervision with both formal and informal feedback opportunities;

Ancillary Requirements

- Opportunities to reach outside of their initial internship job description to obtain new experience and skills;
- Opportunities to build upon their professional network;
- Future professional references from supervisors, clients or senior staff members;
- Possibilities of a job after graduation;
- Additional: _____.

**REMOTE INTERNSHIP
REQUIREMENTS**

3. VIRTUAL ENVIRONMENT

Ancillary Requirements

- Prevalent telecommuting that allows open dialogue and ongoing communication;
- Includes a minimum of 25% of its workforce who works remotely, which helps to ensure set practices for remote employees to remain established within the working team;
- Has a pre-established method of digital communication through Skype or other platforms, not including email communication;
- Additional: _____.

4. DIGITAL TOOLS:

Essential Requirements

- Digital tools required for the position must be provided by the host at no cost to the student;
- Digital tools used by other remote staff members to communicate must be provided.

5. NOTES/COMMENTS:

Host Employer/Business Name: _____

Supervisor Name and Title: _____

Student Name in Reference: _____