



INTERNSHIPS



Virtual Internship Student Guide

What is a Virtual Internship?

A virtual internship should offer everything a traditional in person internship would include sans a physical space. The experience should enable you to work on skills toward your career. An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Through an internship experience you will gain valuable skills, make connections in your field, and receive mentorship and guidance from professionals in the workplace.

What are the Internship Criteria?

Nova Southeastern University has adopted the (NACE) <https://www.naceweb.org/> criteria for defining a quality internship.

Seven Criteria for Identifying an Internship:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

VIRTUAL INTERVIEW CHECKLIST:

- Secure an appropriate background for your interview space
 - Dress appropriately per industry standards
 - Send follow up emails to interviewers
 - Ensure all technology works ahead of time

Where can I find Virtual Internships?

Many companies offer virtual internships. When using traditional job platforms like Handshake, LinkedIn, or Indeed, virtual internships may be advertised as remote positions. There are also websites dedicated to promoting virtual internships specifically.

Sample of virtual internship websites:

- <https://www.parkerdewey.com/>
- <https://www.zippia.com/job-search/remote-jobs/>
- <https://weworkremotely.com/>
- <https://remote.co/>

What Tips for Success During a Virtual Internship:

- Set consistent work hours to create a routine.
- Set boundaries with housemates for your working hours so as to not be disturbed.
- Create a suitable workspace to create separation from work and home time.
- Communicate Effectively with your site supervisor and team as you will not be in close proximity for regular communication. Questions are more important now than ever. Take advantage of virtual meetings for questions.
- Seek mentorship from your supervisor or colleagues.
- Stay in a professional mindset. The extra flexibility of working from home can take you off your A-game, try not to get too comfortable.

Can I get NSU credit for a Virtual Internship?

Virtual internships can be approved for either ExEL Units or Academic credit. Criteria does include that the company have a legitimate physical work location, even if your internship is virtual. You must speak with your Edge Advisor or a Career Advisor for approval. For more information on this process, you can visit the CAPS Internship website <https://www.nova.edu/career/students/pgexp.html>.

