# UChicago Tips for Remote Internships

## 1. Onboard interns

- Establish a singular point of contact for an intern cohort so information can be distributed uniformly across new hires.
- Ensure that interns have the capability to run all your company's software and applications successfully. Assist them in setting up company VPN and identify how to share files.
- Provide interns with a clear touchpoint in case of technical difficulties or questions.
- Establish regularly standing check-ins to build rapport, review projects, provide feedback and guidance throughout the entirety of their experience.
- Begin briefing your incoming interns on team structure, ongoing projects, or protocol before their intended start date.

## 2. Make interns a part of your team

- Provide interns with information regarding team structure and staff with whom they will be engaging and supporting.
- Offer context for interns based on their specific role; explain how their work contributes to the organization's mission.
- Connect interns with peers in their cohort through facilitated interactions or casual virtual events.

## 3. Maintain regular communication and reporting

- Engage interns regularly and ensure that they have a dedicated point of contact who is accessible via a mutually agreed form of communication.
- Set clear expectations for work assignments and deadlines so interns are empowered to work independently.
- Support communication through scheduled meetings which detail daily objectives and ongoing projects.
- Define how interns should share company-specific information externally and internally.
- Set up a file-sharing software and an online communication stream so their contributions and questions can be quickly accessed and addressed.

## 4. Manage intern performance and provide quality mentorship

- Clarify intern priorities clearly: what? when? and how?
- Establish guidelines at the onset of the internship and provide a mechanism to effectively monitor project progress.
- Define clear objectives and goals for intern output and professional development.
- Provide constructive feedback on submissions as interns are in the process of completing assignments.
- Consider specific knowledge and skills that interns identify for themselves in line with their professional development goals.

# Project Examples

## 1. Short-Term Assignments

- Create a social media presence highlighting your company and advertising your ongoing projects
- Generate leads for your projects, business, and future engagements
- Research various topics to support an on-going project
- Assist in the copywriting process
- Clean up data, organize various workflows and documentations

## 2. Long-Term and Ongoing Projects

- Perform consumer competitive analysis and benchmark research
- Complete literature review, create briefs and research reports
- Design program evaluation plans, develop assessment tools, make recommendations

**MARKETING**

**MARKET RESEARCH**

**BRANDING**

### Competitor Social Media Review
- Evaluate social media marketing efforts of key competitors
- Analyze competitors' engagements and provided market research
- Provide recommendations

### Market Research & Analysis
- Analyze the market to help organization enhance its strategy
- Conduct market research to determine what defines a "loved brand"
- Create case studies with key learnings and applications to inform organization's marketing strategies
- Assist with the completion of a market sizing project

### Content Creation
- Build social media content with posts on informational and promotional content
- Create written, audio, and visual content
- Maximize social media presence
- Research and draft a blog consistent with organization's existing branding

**DATA**

### Data Clean-Up
- Research and add findings to AI software database.
- Ensure data quality by verifying its integrity and making sure its completeness is maintained and/or enhanced

### Data Visualization
- Enhance current data visualizations, using a constructed Microsoft Power BI report
- Perform detailed analysis of data availability and corresponding ability/limitations to analytics

### Data Research & Collection
- Collect a variety of data points on prospects
- Determine habits of consumers by extracting insights from survey data

**WRITING**

### Writing & Research
- Assist in design, implementation and execution of test cases for new and existing features, collaborate with the software engineering team on QA/Testing topics
- Contribute research and writing to projects that may include a broad range of tech policy issues, including but not limited to blockchain and AI in surveillance, consumer privacy, financial technology, and other areas
- Write scripts for newscast and edit video using non-linear desktop editing system
- Create and maintain online help, computer-based training courses, and technical reference materials
- Research proper protocols and all relevant local, federal, and state guidelines required for the proper proposal submission process; prepare grant proposals and supporting documents

Our team is happy to connect and discuss how we can support you in creating a successful remote internship experience. Contact Eugene Chan at eugenechan@uchicago.edu.