



AVC AMBASSADOR INTERNSHIP

Interning Remotely

Best Practices:

Everyone works differently, you will need to find what works for you. But here are some tips that interns working remotely have found successful in the past:

- Work with internship supervisor to set up clear expectations from the beginning.
- Create a roadmap for your work with clear and measurable goals.
 - Are your goals S.M.A.R.T.? (Specific, measurable, attainable, realistic, time-oriented)
 - Include milestones to let you know you are on track, key tasks to accomplish your milestones, and deadlines to help reach your goal.
- Complete weekly progress reports to track your work.
 - Coordinating meetings with your supervisor or mentor may help you make sure you're on track with your projects.
- Ask for feedback - we want to help you learn and grow as much as possible.
- Ask for help - we want to ensure you are successful in all that you take on.
- Voice your ideas! Don't be afraid to speak up. Who knows, you might just have the next big idea.
- Be responsible. You know how to manage your time, but it can be helpful to mark out a specific time on your calendar to dedicate to your AVC projects.
- Know yourself and your workload - work with us to find an appropriate balance.
- Be aware of the time difference - responding to emails in a timely manner may help propel projects forward.

- We're all about maintaining open lines of communication here at AVC, so if you have an idea we'd love to hear it. Questions and qualms are also gladly answered and addressed.