

Dear Senior,

Congratulations on your interest in a hybrid or remote internship! The purpose of this document is to help provide you with information and expectations for *Hybrid and/or Remote Internships*. **This document will be updated throughout the Second Semester of 2024.** Please refer to the [Senior Internship Website](#) for all Program Information and Deadlines.

Expectations

1. You are encouraged to find an internship that is of interest to you. You should plan to discuss the specifics and expectations in advance of your Senior Internship Application with Mr. Quackenbush.
2. Hybrid internships follow the same distance limit (no more than 20 minutes driving limit) as in-person internships. Manhattan will be available this year.
3. If your internship is remote/hybrid you will be expected to follow the same procedures and expectations as those students who are completing on-site internships with attendance, weekly journals, and the Final Project/Presentation (to be determined). Those procedures and expectations will be provided during Internship Orientation.
4. You are expected to have a mentor, and meet regularly with your mentor throughout the internship (in-person or virtually depending upon the internship situation.) You are expected to schedule how meetings will take place.
5. You are expected to join weekly Zoom Meeting calls with Mr. Quackenbush. These meetings will include students who are part of the remote/hybrid Senior Internship Program. This will be a weekly occurrence, and you are expected to be on time for these Zoom meetings. The purpose is to collaborate with your peers, discuss successes and challenges, and projects for the week. The schedule will be established prior to the start of the Senior Internship Program.
6. Remote Internships will have two unannounced virtual site visits from Mr. Quackenbush. Hybrid internships will have two unannounced site visits (one virtual and one on-site).
7. Remote Internships can occur when the entire company is still remote (not returned to the office).

Your Remote Internship Work Environment

1. You need to find a dedicated workspace to complete your internship hours (i.e. within your home). Your workspace should be professional in nature.
2. When using the computer, you should sit at a desk or table and in a chair. Your bed is not your internship workspace.
3. Consider using a virtual background when joining virtual meetings for your internship; do not have your bedroom furnishings or personal belongings present in the background.

4. Dress appropriately for the internship as though you are onsite.
5. Always defer to what is appropriate based on the culture and code of the internship.
6. You may wish to consider utilizing headphones/earbuds/air pods when on remote conference calls/virtual meetings to block out distractions at home. You also may wish to utilize these for confidentiality purposes of your internship.

Each Week

1. You are expected to take the lead on communicating your schedule and getting approval in advance with your mentor. If the internship's needs change, you need to be flexible.
 - a. Make sure your weekly schedule is shared electronically utilizing the company's calendar with co-workers.
2. You need to ensure that you have a way to reach your mentor when you have questions or need assistance (by email, phone, text, or a set appointment). Establish what is appropriate and expected for the internship site at the start of each week. Keep in mind you are required to have a minimum of 20 hours each week at your internship.

Each Day

1. You should know what your schedule is and the number of hours you are expected to intern on that given day.
 - a. Make sure your daily schedule is shared electronically utilizing the company's calendar with co-workers.
2. Setup and organize your workspace prior to beginning your internship (do not wait until the internship start time).
3. Be sure to take breaks as needed (stretch, eat and hydrate).
4. Be mindful of time zone differences (if applicable) and expected response/communication times.
5. Know who your go-to person/people are for questions and where your sources of information can be found for you to research.
6. Keep a running list of questions/items you need assistance with (paper or electronic). This will help you be organized and efficient when meeting with your mentor.
7. At the end of the day, you may find it helpful to write yourself a list of tasks you completed, what is outstanding, and communicate any items that need followup to your mentor.

I look forward to a wonderful Senior Internship Program with you!

Sincerely,
Mr. Quackenbush