

Virtual Internships Checklist for Interns

Ensure the employer is a **legitimate and trustworthy business** evidenced by:

- A physical location
- A functioning website and social media pages
- A history of offering previous internship programmes
- A telephone number

The **job description** should meet the criteria of a legitimate internship:

- Opportunity for applying the knowledge gained in the classroom
- Skills or knowledge must be transferable to other employment settings
- Clearly defined learning objectives
- Supervision by a professional with expertise
- An adequate duration that allows for the learning objectives to be met

Ideally, the employer should be **approved and registered by your university** internship coordinator or career centre

- The organization must be willing to host a site visit from a university representative
- If you are unsure of the employer's quality, ask support from your university

Ensure the employer will supply you **adequate work conditions**:

- A contract detailing the working hours and the start and end of the work journey
- IT equipment including a laptop, monitor and keyboard
- Office supplies, if necessary
- An ergonomic workspace if you do not have one