



Remote Internship Activity Ideas

Whether you're completing an internship that's gone virtual or are creating one with virtual elements, below are professional development activities that could be incorporated into your virtual experience. **In addition to what appears below, students are encouraged to speak with internship host sites to identify projects that are company or industry specific that could be completed remotely.** The activities below are not company-specific, but are professional development options to help students: (1) explore the variety of resources offered by XPD; (2) develop/refine strategies for a job or internship search; (3) develop a professional network; (4) connect with others to gain advice about career success.

Before students begin, they will need to **know how to navigate [Handshake](#) and access the ["Students" Section of the XPD website](#)**. Within these online spaces, self-guided materials are available, in addition to several links to online tools. There are four key categories of materials and information for interns to explore:

- [Handshake 101](#): Learn what Handshake is and how to access the online database where students can browse and apply for opportunities (jobs, internships, full and part-time service, fellowships and experiential learning), research companies and graduate schools, and schedule on-campus interviews.
- [How-to Guides](#): Resources include how to write a resume or cover letter, tips for gaining experience and networking effectively, etc.
- [Exploring Majors & Careers](#): Learn more about CSB/SJU majors, explore informational interviewing and visit a variety of career exploration websites like [O*Net](#), [Candid Career](#), [CSB/SJU Alum Spotlights](#), [Vault](#) and more.
- [Internship & Job Search Resources](#): Local, regional, national and international search resources, as well as networking and alternative search methods are outlined in an interactive way.

Especially in cases involving academic internship credit, students should consult with faculty to determine which activities are appropriate to include in their learning contracts. Because reflection is an important part of professional development, XPD recommends students write a one-page summary (unless otherwise directed) of what they learned as a result of the activity completed.

 EXPLORE

 DO

 REFLECT

 CONNECT

Professional Development Activities to Consider:

- Sign up for [InterAction](#) and complete an informational interview with a CSB or SJU alum!
- Use **O*Net** to identify “Occupations with Rapid Growth” through their [“Bright Outlook” tool](#). Identify which skills, education, and credentials are required for one job that interests you and assess your qualifications in comparison. Make a plan for what to do to be considered for future jobs like this that are growing.
- **Vault**: identify and review four *Insider Guides* related to potential careers that interest you. Using the *Career Advice tab*, you can also review at least three of the resources (resumes, cover letters, interviewing, a day in the life, networking).
- [Market your Liberal Arts Education](#): review the list of skills you’re developing as a liberal arts student that future employers are also seeking in candidates. Identify one skill from this list and add it to your resume.
- **Candid Career**: watch six *Get Hired* videos.
- [Value of Liberal Arts Education](#): take the quizzes located on this page, then consider skills your gaining that will be transferable to a variety of occupations. Identify one skill you’ll talk about in your next interview.
- **Using Handshake, Job Board Websites on the XPD [Internship & Job Search Resources](#) page and LinkedIn**, find 6 jobs and read the descriptions carefully to **analyze the jobs**; identify which required skills/experiences you have and which you don’t, then develop a strategy to acquire the skills you don’t have. Consider completing short certificate programs or online tutorials in your spare time.
- Use the [Job Search functionality in Handshake](#) to identify at least four employer/partner sites and identify at least two jobs to which you can apply that are consistent with your career goals. Develop an excel sheet to track your applications (company, job title, application documents sent, date, etc.).
- **LinkedIn**: locate four companies that interest you and then using **Vault’s Research Companies** tool, learn more. Create a summary excel sheet with the key points about each company so you have it in one document.
- Review **Resume/Cover Letter Guides and Templates** from XPD’s “How to” page, then compare to resources on **Vault** and/or **Candid Career**. Update your resume and have it reviewed by [scheduling an appointment with an XPD Career Coach via Handshake](#).
- Update **Handshake and LinkedIn profiles**. Helpful information about [networking effectively](#) is located on XPD’s website. Create and update your profile on both platforms, being sure to add any online or virtual technology and skills you’ve gained (e.g., facilitating meetings over Zoom, etc.). You can also get a review from an XPD professional by [scheduling an appointment with an XPD Career Coach via Handshake](#).
- Using **LinkedIn**, search for at least five professionals who are in careers of interest for you and connect with them; search for at least six organizations to follow and do so. Share your LinkedIn profile with your supervisor so s/he can review this work.
- Using Interaction or Linked In, locate two alumni who work in fields of interest to you and conduct **informational interviews** with them to understand their career paths and success strategies. Visit the **Student Section** of XPD’s website and use the **Informational Interview** resource sheet for help in preparation.
- Participate in a **virtual (Zoom) mock job interview** with a Career Coach in XPD; you can book your appointment in Handshake. Visit the **Student Section** of XPD’s website and use the **Interview Guides**.
- Participate in a **virtual meet up with selected Online Career Fair employers** (schedule to be announced via Handshake).
- [Grad School Guide](#): using the guide on XPD’s site, search for three graduate-level programs that would be of interest to you and craft a personal statement you’d use to apply. Have it reviewed by XPD staff.

****Adapted from St. John Fischer College Center for Career and Academic Planning****

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