



## VIRTUAL INTERNSHIP PROGRAM OUTLINE

**PROGRAM DESCRIPTION:** This program is a guided practicum, which includes a virtual internship in a field setting as well as professional development coursework for reflection and documentation of the skills practiced. The program is not offered for credit unless direct credit from a student's home university is requested.

**METHODS:** This program is offered to qualified students who are mature and experienced enough to apply their skills to a practical work environment. The student collaborates with the professional partner organization's supervisor and Sant'Anna Institute's Internship Coordinator in order to design internship objectives and projects that best fits the aims of both the intern and the employer. Integrated into the number of hours required to completed, are the weekly professional development meetings with reflections that are carried out for the duration of internship as well as midterm and final evaluations.

### PROGRAM REQUIREMENTS:

#### 1. **APPLICATION**

- a. **Application materials** - Students may apply to the Virtual Internship Program at Sant'Anna by sending the Internship Coordinator the application along with a resume and a cover letter outlining the student's relevant experience and goals for the desired internship position.
- b. **Virtual interview** - The student will be interviewed by the Sant'Anna Internship Coordinator via GoogleMeet and possibly by the employer as well upon request.
- c. **Placement** - The work placement will be assigned by the Sant'Anna Internship Coordinator based on compatibility between the student and the employer's capabilities. Students will be sent confirmation of their placements and a list of possible projects before the start of the program.
- d. **Orientation** - Student interns will participate in a virtual Internship Orientation session at the beginning of the program, where they will learn about the program requirements and cultural and professional expectations of the program.
- e. **First meeting** - The student will be introduced virtually to his/her internship placement at the beginning of the term, unless otherwise communicated because of scheduling difficulties.

2. **HOURS:** Student interns must complete 120 hours in order to receive the program certificate.

Hours not only count those completed on project work, but also the hours dedicated to the weekly professional development meetings.

3. **WEEKLY UPDATES:**

- a. **Hour log** - Students are required to submit a weekly report, logging the number of hours and tasks completed daily, to be sent to the Internship Coordinator with the Professional Supervisor in copy.
- b. **Reflections** - Students are required to submit a weekly reflection based on a prompt related to the weekly professional development meeting topic.
- c. **LEaD (Leadership, Engagement, and Development) Meetings** - All virtual student interns meet together with the Internship Coordinator to discuss topics based on professional development. Guest Speakers may also be invited to lead special presentations/discussions.
- d. **Individual Meetings** - Progress and challenges will be discussed with the Internship Coordinator as well as with the Professional Supervisor during one-on-one meetings scheduled on a need basis throughout the term.

4. **EVALUATIONS:**

- a. **Written evaluations** - Students, Professional supervisors, and the Internship Coordinator will complete written evaluations of the overall internship progress at the midterm and at the final weeks of the internship period. *(For summer periods, evaluations will only be completed at the final.)*
- b. **Midterm meetings** *(only required for semester periods, not summer periods)* - A one-on-one meeting will be scheduled with the Internship Coordinator and Professional Supervisor, depending on availability, to discuss the internship progress halfway through the term. The student intern is in charge of leading the meeting.
- c. **Final presentation** - At the end of the internship period the student is to present his/her virtual internship experience through an e-portfolio *(guidelines will be provided)*. The presentation will be given to peer interns, Sant'Anna Internship Coordinator, and the Professional supervisors (depending on their availability) during a final internship group meeting.

4. **SCORES:**

ASSIGNMENT	POINTS
Weekly journal assignments & Hour logs (organized, specific, accurate, on time)	30
Attendance of group and individual meetings and completion of total contact hours	20
Internship Projects: as evaluated by Professional Partner Supervisor	15
Internship Projects: as evaluated by Internship Supervisor	15
Final presentation	20
<b>TOTAL</b>	<b>100</b>

**IMPORTANT NOTES:**

1. Project hours and virtual meetings may vary week to week according to the events and availability of the student, Professional supervisor, and Internship Coordinator. Plan hours in advance. Due to the flexibility of this type of business you may be asked to contribute extra time, when needed, to projects.
2. The virtual internship should be a positive collaboration for both parties; aim to share and exchange unique qualities/abilities that each has to offer for a successful and productive virtual internship experience.
3. Prepare to face challenges that might vary depending on each individual experience. It is crucial to keep an open mind and be conscious of cultural differences in the work environment.
4. The Internship Coordinator is a liaison between the student intern and the workplace employer/supervisor, which is a rare role to find in internship opportunities. The student should take advantage of this guidance when appropriate without letting it deduct from his/her own responsibilities, but instead using it to enhance the opportunities to grow independently from this experience as well.