

Virtual interaction guide for academic supervisors

To facilitate internships and fellowships during the COVID-19 pandemic, Mitacs is allowing work to take place virtually. We expect that interns/fellows follow partner and academic institution work-from-home procedures. We expect that all participants keep in close contact with each other, agree on project expectations, and carry out the proposed project activities.

We have prepared the following resources to support your interns or fellows and to help them get the most out of their experience.

1. Preparing for the internship/fellowship

- ✓ Support the intern/fellow and partner organization in preparatory activities, including planning project activities.
- ✓ Ensure virtual access to academic tools so that the project can be completed as planned. If access is not possible, then either modify project scope or contact your Mitacs Grant Management Specialist to defer the project to a later date.

2. During the internship/fellowship

- ✓ Monitor progress and provide support to the intern/fellow and partner organization, as needed.
- ✓ Interact with the intern/fellow and partner organization on agreed-upon schedules.
- ✓ Provide feedback to the intern/fellow based on progress and performance.
- ✓ Participate in email check-in by Mitacs and provide feedback on experience so that Mitacs can improve the program.

3. At the conclusion of the internship/fellowship

- ✓ Facilitate the intern/fellow reflection and follow up with the partner organization to evaluate the experience.
- ✓ Complete the exit survey to provide feedback on experience and sign off on the intern/fellow's final report.

Additional resources

[CEWIL: Tips for Onboarding Students Remotely](#)

[CEWIL: Tips for Supervising Students Remotely](#)

[UBC: How can you support your grad students in the COVID-19 context?](#)

Virtual interaction guide for intern/fellow

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We have prepared the following resources to support you during your internship or fellowship and to help you get the most out of your experience.

1. Preparing for your internship/fellowship

- ✓ Review your plans and discuss them with your academic and partner supervisors:
 - Discuss any adjustments to the project plan due to the virtual work environment with your academic and partner supervisors.
 - Review your goals and expectations for learning and outcomes of your project.
 - Review industry-related knowledge, skills, and abilities you hope to acquire through participation in the program.
- ✓ Talk to your academic and partner supervisors about technology and other arrangements for remote interaction.

2. During your internship/fellowship

- ✓ Establish a schedule or routine for interaction with your academic supervisor and staff at your partner organization.
- ✓ Provide updates to partner supervisor and academic supervisor on a regular basis.
- ✓ Participate in partner organization activities and team meetings to gain a breadth of skills and non-academic experience throughout the project.
- ✓ Take advantage of Mitacs online courses.
- ✓ Participate in email check-in by Mitacs and provide feedback on experience so that Mitacs can improve the program.
- ✓ If your internship is not going as planned, discuss and seek solutions with your academic supervisor and partner supervisor. Reach out to Mitacs (support.mitacs.ca) if you need further assistance.

3. At the conclusion of your internship/fellowship

- ✓ Reflect on experience and learning/growth.
- ✓ Compare goals planned to goals met.
- ✓ Complete final report (if applicable) and exit survey to provide feedback on experience.

Additional resources

[CEWIL: Tips for Working at Home](#)

Virtual interaction guide for partner organizations

To facilitate internships and fellowships during the COVID-19 pandemic, Mitacs is allowing work to take place virtually. We expect that interns/fellows follow partner and academic institution work-from-home procedures. We expect that all participants keep in close contact with each other, agree on project expectations, and carry out the proposed project activities.

We have prepared the following resources to support your interns or fellows and to help them get the most out of their experience.

1. Preparing for the internship/fellowship

- ✓ Discuss any adjustments to the project plan due to the virtual work environment with the intern/fellow and their academic supervisor.
- ✓ Provide an online workspace and communication platform.
- ✓ Provide the required IT resources and access to project (e.g., virtual lab, VPN, email address, etc.).
- ✓ Develop a work plan and work schedule with the intern/fellow and their academic supervisor.
- ✓ Schedule regular communication and feedback with the intern/fellow.

2. During the internship/fellowship

- ✓ Provide an orientation to the company.
- ✓ Introduce the intern/fellow to team members.
- ✓ Create opportunities for exposure to organizational and industry knowledge: support participation in team meetings, online industry events, and offer opportunities to gain industry knowledge.
- ✓ Offer opportunities for virtual socializing (e.g., through team lunch and coffee time chats).
- ✓ Mentor and motivate the intern/fellow.
- ✓ Interact with the intern/fellow on agreed-upon schedules.
- ✓ Engage with the academic supervisor, where applicable.
- ✓ Provide the intern/fellow with regular and constructive feedback on their work, ideally during regular meetings/touch bases.
- ✓ Participate in email check-in by Mitacs and provide feedback on experience so that Mitacs can improve the program.

3. At the conclusion of the internship/fellowship

- ✓ Reflect on what went well and what you might change for subsequent interns/fellows.
- ✓ Complete the exit survey to provide feedback on experience and sign off on the intern/fellow's final report.

Additional resources

[CEWIL: Tips for Onboarding Students Remotely](#)
[CEWIL: Tips for Supervising Students Remotely](#)