

Your Co-op/Internship has gone remote. Now what?

## CHECKLIST: Setting Up for Success in Remote Work

Answer these questions to set yourself up for success working remote.

### TOOLS

- Internet Access**  Do you have access to internet at the speed your work will require?  
 What will you do if you cannot access the internet?
- Account Access**  Do you have access to all the accounts you will need to do your work?  
 Do you need to use a VPN? If so, how do you access?
- Equipment Resources**  What equipment do you need to do your job? Laptop, web cam, mic, etc.  
 What resources are available to help you be successful in working remotely?

### LOGISTICS

- Timing**  When are you expected to start, and how long will you be, working remotely?  
 How will updates to this plan be announced?
- Team**  Who will be working remotely, and who will be on-site?
- Schedule**  What hours are you expected to work? How will you share your availability?  
 What hours will your team be working? How will you know their availability?
- Meetings**  When and how will you hold meetings?  
 What is the etiquette and social protocols for these meetings?
- Security**  What security or safety measures do you need to practice?

### EXPECTATIONS

- Contact Info**  Do you have contact for the people with whom you will be working?
- Channels**  What channels will you use to communicate with your supervisor and team?
- Progress**  How will you track progress on projects and tasks?  
 How will you check in with your team for updates?
- Collaboration**  What tools and processes will you use to collaborate?  
 How and where will decisions be documented?
- Questions**  Where do you go for answers to questions about remote work?

### PERSONAL

- Physical**  Do you have a dedicated space to work? If not, can you create one?  
 Are you comfortable with what will see others see behind you on a video call?
- Mind**  What routines will help you transition into the workday productively?  
 What helps you stay focused? Stretch break? Glass of water? A little fresh air?

Expanded and adapted from *Preparing for Emergency Remote Work* from Workplaceless, 2020



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