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

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

### LOGISTICS

<table>
<thead>
<tr>
<th>Timing</th>
<th>When are you expected to start, and how long will you be, working remotely?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>How will updates to this plan be announced?</td>
</tr>
<tr>
<td>Team</td>
<td>Who will be working remotely, and who will be on-site?</td>
</tr>
<tr>
<td>Schedule</td>
<td>What hours are you expected to work? How will you share your availability?</td>
</tr>
<tr>
<td></td>
<td>What hours will your team be working? How will you know their availability?</td>
</tr>
<tr>
<td>Meetings</td>
<td>When and how will you hold meetings?</td>
</tr>
<tr>
<td>Security</td>
<td>What is the etiquette and social protocols for these meetings?</td>
</tr>
</tbody>
</table>

### EXPECTATIONS

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

### PERSONAL

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

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