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## Digital Futures – Sustaining an internship programme online

### Three main platforms

#### *Zoom*

For any group meetings:

- Weekly sessions
- Hangouts
- Talks with external speakers
- Virtual tours

#### *Microsoft Teams*

Individual tasks with supervisors:

- Can hold chats, calls and meetings
- Day-to-day communications
- General Announcements

#### *Notion*

Co-working space for:

- Scheduling and announcements
- Group-work
- Information storage and dissemination (embedding, file sharing, etc.)

- Teams complements Notion; the former is for day-to-day communications and supervisor-based tasks, the latter is for the group parallel programme (lacks the day-to-day function)
- Note that Notion can be used for personal functions as well such as task organization, and you can have multiple workboards (some supervisors use it with their interns too)
- Both Zoom and Teams are used for calls where the former allows for more faces to be seen, the latter is good for small group or individual calls

# Some highlights and adaptations



## Virtual Tours

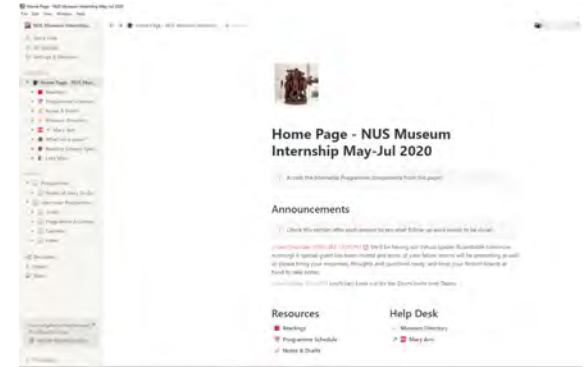
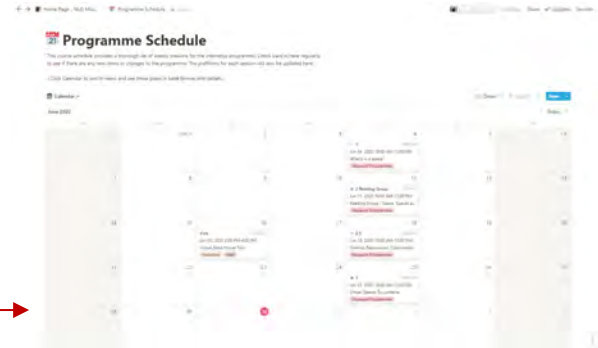
- No access to the Museum spaces right now so the tour has to be done virtually
- Made use of Zoom, where Museum staff will bring the camera through the space (using a gimbal stabiliser)

In-built calendar for scheduling

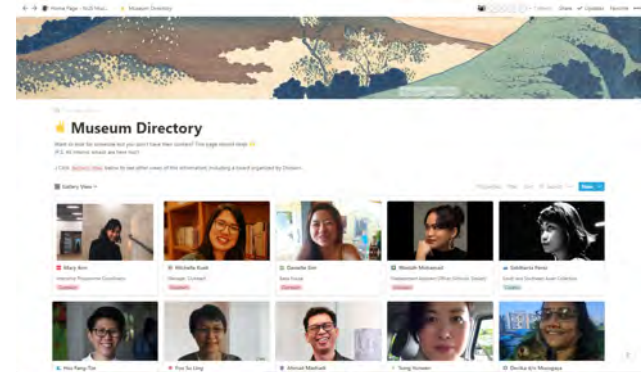
## Notion



Miro boards for brainstorming activities can be embedded



Home page consolidates all other pages – easy to navigate, can have a staff directory too



## Some limitations and successes, moving forward

### *Importance of Physical Presence*

- Difficulty in moderation of discussions, maintaining a level of engagement
- Lack of organic group cohesion amongst cohort of interns; attempts at boosting group cohesion include work in group-settings, as well as weekly lunch hangouts
- No access to hands-on components such as conservation workshop

### *Effectiveness of Notion*

- Notion is effective in consolidating all the components of the parallel internship programme onto one space
- Beyond that, it also enhances the art learning and internship programme by allowing for brainstorming, generative responses and collaboration
- When complemented by other functions like Teams, it is greatly enhanced



### *Moving Forward*



Physical component cannot be replaced at times:

- While virtual tours right now substitute physical tours but in the future, should be complementary
- Physical meetings are necessary for group cohesion

Digital components can enhance internships in the future:

- Continue to use Notion and Teams as a means of working, brainstorming and consolidating

Other questions:

- How can we effectively moderate sessions digitally to ensure participation and group dynamics? Ambiance?
- Accommodating technical difficulties, lack of access