APPA Student Internship Summary Report

The APPA Student Internship Summary Report is required to be submitted by all APPA Student Interns. This report provides summary of major accomplishments, contributions, participations, and/or responsibilities of student intern during the APPA Student Internship Program. The APPA student intern must complete, review, and submit this report to supervisor a week prior to completion of your APPA Internship Program. Any questions regarding APPA requirements, check details from the APPA Student Internship Guidelines and/or contact APPA Student Internship Program at appastudentinternship@appa.org.

Host Institution/Organization Information			
Host Institution Name:			
Address:			
Supervisor Name:		**Title:**	
Supervisor Email:		**Supervisor Phone#:**	
Student Information			
Student Name:			
Internship Position:		**Start/End Date:**	
Internship Period:	☐ Fall ☐ Spring ☐ Summer ☐ Fall and Spring ☐ Fall, Spring, and Summer		

APPA Student Internship Summary	
Accomplishments and Contributions: (Additional documents can be attached to provide more details.)	
Please check the activity(s) you participated in:	☐ Assist with APPA Project(s) ☐ Attend APPA meeting(s), events, and/or webinar(s) ☐ Create podcasts and/or video casts to share Facilities knowledge and/or promote APPA ☐ Complete Facilities related research with APPA CFaR as a part of academic ☐ Committee work/workgroup/taskforce ☐ Present at APPA/Regional/Chapter to share internship experience ☐ Write Facilities-related articles in APPA or other publications ☐ Other APPA activities (e.g. assist with completing APPAs FPI, NACUBO Survey, etc.)
Do you complete APPA FM 101 session? ☐ Yes ☐ No	
Do you submit Final Internship Portfolio? ☐ Yes ☐ No	
Please include the detailed information of your participation based on the selection above:	
Please share your internship experience and/or impression while joining APPA Student Internship.	

Supervisor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Thank you for joining APPA Student Internship Program.
www.appa.org/appa-student-internship-program