Host Institution/Organization Checklist
APPA Student Internship Program

The Host Institution/Organization Checklist serves as a useful guide help host institutions/organizations through planning and completion of the APPA Student Internship Program. For more details, please refer to the APPA Student Internship Guidelines, which can be found on APPA's Student Internship website.

STEP 1: INTERNAL ASSESSMENT

_____ Define organization's goals and needs

STEP 2: RESOURCE ALLOCATION

_____ Find and select appropriate student internship supervisor

_____ Identify available financial resources

STEP 3: INTERNSHIP TRAINING PLAN

_____ Create internship training plan with internal personnel *(recommended)*

STEP 4: RECRUITMENT/HIRING

_____ Prepare interview materials

_____ Post internship position(s) on APPA Job Express (https://www.appa.org/JobExpress/) *

_____ Proceed with organization's internal recruitment/hiring processes

_____ Inform APPA of final chosen candidate(s) through email at appainternship@appa.org prior to the beginning of the internship program*

STEP 5: ORIENTATION AND INTERNSHIP OVERVIEW

_____ Prepare and provide an orientation for student intern *(recommended)*

_____ Review internship documents with student intern *(recommended)*

_____ Promote and discuss APPA activities prior to the beginning of the internship *(recommended)*

STEP 6: INTERNSHIP

_____ Discuss and promote APPA FM 101 session (check details from the APPA Student Internship Guidelines)*

_____ Discuss and promote APPA activities with the student intern (check details from the APPA Student Internship Guidelines)*

_____ Complete and use Midterm Discussion form *(recommended)*

STEP 7: INTERNSHIP WRAP-UP

_____ Complete and/or review Final Evaluation of Student Intern with student intern *(recommended)*

_____ Review Final Evaluation of Internship Experience with student intern *(recommended)*

_____ Submit APPA Student Internship Summary Report to APPA at appainternship@appa.org a week prior to the end of internship

_____ Complete APPA Student Internship Program Evaluation Survey (Host institution should receive the direct survey link via email. If not, contact APPA at appainternship@appa.org)*

*REQUIRED: Make sure to complete APPA requirements.

To learn more about APPA Student Internship Program, visit
www.appa.org/appa-student-internship-program