

Internship Training Plan APPA Student Internship Program

Internship Training Plan includes an outline to help student interns and host institutions/organizations to identify goals, objectives, responsibilities, and a general description of the projects so that everyone understands the purposes and expectations involved.

Host Institution/Organization Information					
Host Institution Name:					
Address:					
Supervisor Name:		Title:			
Supervisor Email:		Supervisor Phone#:			

Student Information					
Student Name:					
Education Level:	□ Bachelor	□ Master	Doctoral		
Year:	Freshman	□ Sophomore	□ Junior	□ Senior	Graduate
Major/Minor:					
Student Email:			Student F	Phone#:	
For Academic Internship					
Departmental Supervi	sor:				
Departmental Supervi	sor Email:				
Departmental Supervi					

Internship Information					
Internship Position:				Start/End Dat	te:
Internship Period:	🗆 Fall	□ Spring	□ Summer	\Box Fall and Spring	\Box Fall, Spring, and Summer
Area(s) of Profession:					
Internship Objectives:					
Internship Summary/ Responsibilities:					



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Internship Projects

- Learning Objectives: Define knowledge and skills the student intern will be able to learn and perform.
- **Goals:** Goals of each project should be determined to help the student intern to understand what he/she is expected to accomplish during their internship.
- **Project Name/Student's Job Functions:** List all possible projects you think the student intern can be working on. The job functions should be clearly defined to make sure student knows what he/she needs to do.
- **Department Host:** Identify the department(s) that student intern will be doing the project(s) with.

Learning Objectives	Goals	Project Name/Student's Job Functions	Department Host