



Student Intern Checklist APPA Student Internship Program

The Student Intern Checklist serves as a useful guide to help student interns to accomplish their goals and meet APPA requirements. For more details, please refer to the APPA Student Internship Guidelines, which can be found on APPA's Student Internship website.

STEP 1: SELF-ASSESSMENT (KNOW YOURSELF)

- Define what specific area would you like to intern?
- Determine what skills you want to acquire or enhance during the internship experience

STEP 2: APPLICATION PROCESS

- Find available internship opportunities at www.appa.org/appa-student-internship-program
- Review internship qualifications and requirements (*recommended*)
- Join APPA at www.appa.org/membership (It's **free** to join.)*
- Apply for internships

STEP 3: INTERVIEW PREPARATION

- Prepare for interviews

STEP 4: DECISION

- Accept internship offer

STEP 5: INTERNSHIP PREPARATION

- Visit APPA's website at www.appa.org/ to learn more about educational facilities, explore professional development opportunities, and access to available resources (*recommended*)
- Review internship documents with your supervisor (*recommended*)

STEP 6: INTERNSHIP

- Complete APPA FM 101 Session* (check details from the APPA Student Internship Guidelines)
- Engage in at least one APPA activity* (check details from the APPA Student Internship Guidelines)
- Complete and/or review Weekly Activity Report(s) with supervisor (*recommended*)
- Create and develop a portfolio of the work accomplished during the internship (*recommended*)
- Complete and use Midterm Discussion form (*recommended*)

STEP 7: INTERNSHIP WRAP-UP

- Complete and/or review Final Evaluation of Internship Experience with supervisor (*recommended*)
- Review Final Evaluation of Student Intern with supervisor (*recommended*)
- Complete and submit APPA Internship Summary Report to supervisor (Supervisor will submit it to APPA at appainternship@appa.org)*
- Complete APPA Student Internship Program Evaluation Survey (Student intern should receive the direct survey link via email. If not, contact your supervisor or APPA at appainternship@appa.org)*

***REQUIRED:** Make sure to complete APPA requirements to be awarded as an APPA intern.

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