## 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.

### 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
https://www.appa.org/JobExpress/internships.cfm