



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:	<input type="checkbox"/> Bachelor	<input type="checkbox"/> Master	<input type="checkbox"/> Doctoral
Year:	<input type="checkbox"/> Freshman	<input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate
Major/Minor:			
Student Email:		Student Phone#:	

For Academic Internship	
Departmental Supervisor:	
Departmental Supervisor Email:	
Departmental Supervisor Phone#:	

Internship Information	
Internship Position:	Start/End Date:
Internship Period:	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall and Spring <input type="checkbox"/> 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