



# **APPA Student Internship Guidelines**

By APPA Student Internship Task Force

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### ABOUT APPA

APPA, the leadership in Educational Facilities, is a nonprofit institution, providing professional standards for excellence in educational facilities. APPA mainly focuses on creating positive impact and promoting leadership in educational facilities that includes three significant levels:

1. APPA transforms individual facilities professionals into higher performing managers and leaders.
2. APPA helps transform member institutions into more inviting and supportive learning environments.
3. APPA elevates the recognition and value of educational facilities and their direct impact on the recruitment and retention of students, faculty and staff.

### Vision and Mission

Our vision is “to become a global partner in learning” by fostering competency, collaboration, credibility for the facilities professional and their organization in support of “educational excellence with quality leadership and professional management through education, research, and recognition”.

### APPA Five Leading Strategies

Engage All Stakeholders	Broaden Membership	Develop Future Leaders	Enhance Professional Development Offerings	Expand Research
Develop and implement Engagement Plans for all stakeholders both internally and externally	Develop and implement Recruitment and Retention Plans with packaged programs, benefits, and services that effectively target varied market sectors and expand market share.	Develop and implement plans to create, engage, and replenish a future generation of leaders.	Develop and implement training and development offerings in collaboration with the international community, its regions and chapters to ensure content meets the needs of all stakeholders in the educational community.	Expand research to build credibility and assure broad dissemination to all stakeholders.

### ABOUT APPA STUDENT INTERNSHIP PROGRAM

APPA Internship Program offers a number of different opportunities for students to gain practical experience as emerging professional in the field of educational facilities. The field of educational facilities is comprised of many disciplines such as, communication, construction management, energy management, environmental health and safety, environmental stewardship and sustainability, finance and business administration, health care, human resources, operations and maintenance, project management, technology, etc. Current students or recent graduates in all majors can apply the APPA Internship Program.

### Offering

Each institution/organization determines its own internship type.

- **Duration:** 1 semester, 1 academic year, or 1 year
- **Part-Time or Full-Time:** Part-time (10-20 hours per week) or full-time (20-40 hours per week)
- **Paid or Unpaid:** Paid (stipend, salary, hourly wage, etc.) or unpaid (maybe provide other support e.g. room and board, travel/transportation, mean plan/food, conference/workshop expense, other scholarship)
- **Academic or Non-Academic:** Academic (connection to an educational program – student can earn academic credit) or non-academic (not connected to earning credit)

## FOR HOST INSTITUTION/ORGANIZATION

### Why Host an Intern?

- Bring new ideas, talents, and skills to your organization
- Learn new perspectives to create change/discussion
- Have an opportunity to evaluate and screen students prior to making a full-time position offer, which can save the organizations' time and cost
- Enhance academics, colleges and community relationships
- Assist students with job opportunities after graduation
- Assistance with projects and tasks – extend the work load

### Qualifications for Prospective Host Institution/Organization

The host institution/organization must be an APPA member. The host institution/organization should submit internship position(s) on the APPA Job Express at <https://www.appa.org/jobexpress/index.cfm>.

### APPA Internship Process for Host Institution/Organization

The Host Institution/Organization Checklist can be used as a guide for completing the APPA Student Internship Program process. Please visit <https://www.appa.org/JobExpress/internships.cfm> to download supporting resources.



**Figure 1: APPA Internship Process for Host Institution/Organization**

#### Step 1: Internal Assessment

- **Define Your Organization's Goals and Needs:** The internship coordinator within your organization should work with staff to assess current business activities and consider what ongoing work you would like to expand or projects you would like to initiate or complete. Be sure to consider projects that are beneficial to your organization and students and determine appropriate situations where an intern may be able to contribute.

#### Step 2: Resource Allocation

- **Select Supervisor:** A supervisor can be an employee knowledgeable about the project on which the intern will work and can provide guidance, direction, and constructive criticism for the student. Be sure to select a supervisor who likes to teach or train and has available resources to do it.
- **Identify Financial Resource:** The institution/organization should determine ahead of time if your department will be able to compensate your intern an hourly wage, a stipend or other financial support such as room and board, travel/transportation, meal plan/food, etc. The host institution may want to consider offering networking/certification opportunities to student intern, such as sponsoring attendance at networking events, offering participation in workplace and training, etc.

### Step 3: Internship Training Plan

The institution/organization should establish or develop a comprehensive internship training plan with internal personnel and/or internship supervisor. The plan should support educational emphasis and may include learning objectives, goals, and duties the student will be performing during the internship. The institution/organization may use APPA Internship Training Plan template (see page 9) to develop a training plan for student intern.

### Step 4: Recruitment/Hiring

- **Prepare Interview Materials:** A person who is responsible for employment in your department should meet with Human Resources in your institution/organization to make sure your department follows the hiring procedure. The institution/organization may use [APPA Student Intern Job Description Template](#) (see page 10) and/or [APPA Student Internship Agreement Template](#) (see page 11) to help prepare hiring materials.
- **Advertise Internship Opportunities:** All host institution/organization need to use the APPA Job Express to post internship positions(s).
- **Proceed with Organization's Recruitment**
  - Review Internship Applications: The institution/organization reviews submitted applications and other supporting documents to determine the most suitable candidate(s) for your internship program.
  - Arrange and Open Interview: The institution/organization can decide how they want to interview the candidate.
  - Contacting Qualified Candidates: The institution/organization should inform the applicants whether they are qualified and chosen for the internship position.
- **Inform APPA of Final Chosen Candidate(s):** The institution/organization need to inform APPA of final chosen candidate(s) through email at [appainternship@appa.org](mailto:appainternship@appa.org) prior to the beginning of the internship program.

### Step 5: Orientation and Internship Overview

- **Prepare Orientation for Student Intern:** The institution/organization should prepare and provide an orientation for the student intern(s) to have a better understanding of organizational culture and structure.
- **Review Internship Documents:** At the beginning of the internship, the intern supervisor should meet with student to review the internship training plan, APPA Student Internship Guidelines, and other supporting documents. Any necessary adjustments should be made to the training plan during this time.
- **Promote APPA Activity/Involvement:** To ensure students meet APPA internship requirements, the intern supervisor should promote and discuss APPA activities prior to the beginning of the internship. See the [Post Qualifications for Student Interns](#) for APPA activity options.

### Step 6: Internship

The internship already starts at this point. Be sure to communicate with your student intern to find out what form(s) and/or report(s) need to be completed to meet APPA Student Internship requirements.

- **Midterm Discussion:**
  - The student intern and intern supervisor are recommended to use the [Midterm Discussion](#), which is in Resources section, as a discussion tool to better understand and learn the needs/expectations of each other.

### Step 7: Internship Wrap-Up

Your institution/organization should communicate with student interns to ensure they meet APPA requirements.

- **Final Evaluations:**
  - The intern supervisor is recommended to complete the [Final Evaluation of Student Intern](#), which is in Resources section, and review it with student intern.
  - The intern supervisor is recommended to review the [Final Evaluation of Internship Experience](#) with student intern.
- **APPA Student Internship Summary Report:** The intern supervisor is required to submit APPA Student Internship Summary Report completed by student intern to APPA at [appainternship@appa.org](mailto:appainternship@appa.org) a week prior to the end of the internship program.

- **APPA Student Internship Program Evaluation Survey:** The intern supervisor and student intern are required to complete APPA Student Internship Program Evaluation Survey. The host institution/ organization and student intern should receive a direct survey link via email two weeks prior to the end of the internship. If not, contact APPA at [appainternship@appa.org](mailto:appainternship@appa.org).

### FOR STUDENT

#### Why Choose an APPA Student Internship Program?

- Provide different opportunities to apply academic learning to hands-on situations
- Collaborate with professionals to develop your knowledge and skills in your areas of interest
- Gain valuable experience in facilities management settings
- Build networking contacts in your chosen career field
- Explore your career choices before making a long-term commitment
- Participate in professional development activities through APPA

#### Available Resources for APPA Interns

The APPA Interns will be provided with various resources while participating APPA Student Internship Program to enhance knowledge and professional skills.

- Free access to resources and services, e.g., Body of Knowledge (BOK), APPA *publications* (*Facilities Manager* magazine, *Inside APPA*, *Operational Guidelines Trilogy*, etc.), APPA Job Express/Internship, and more.
- Eligible to participate in professional development opportunities, e.g., Drive-In Workshops, Mentorship Program, APPA Webinar Series, and more.
- Eligible to participate in networking opportunities, e.g., APPA Young Professionals (AYPs), APPA Regional/Chapter Conferences, and more.

#### Qualifications for Prospective APPA Interns

Students must submit a complete application package by the deadline through APPA Internship system. Before applying to the program, students must meet the following criteria:

1. Student must be in good academic standing.
  - Cumulative GPA of at least 2.5 or higher for associate and bachelor's degree.
  - Cumulative GPA of at least 3.0 or higher for graduate level degree and recent graduate (within 1-2 years of graduation).
2. Student must be an APPA member to participate APPA Internship Program. Please visit <https://www.appa.org/membership/student.cfm> for APPA Student Membership Details.
3. Student must be eligible to work in the United States.

Please be aware that all applicants need to through the recruitment process of the institution they choose. Also, make sure that you are aware of your academic requirements from your college or university.

#### Post Qualifications for APPA Interns

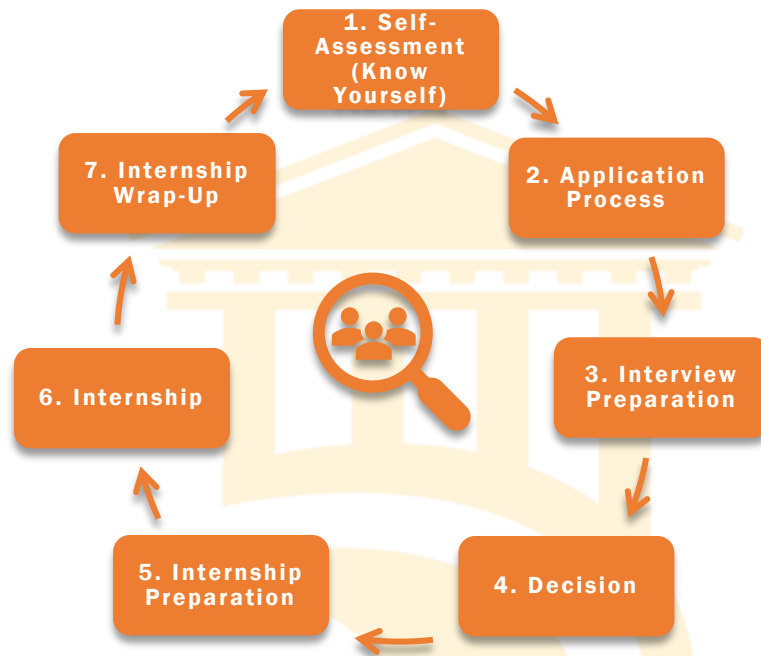
Student interns are required to complete the following items to meet APPA requirements and to be recognized as an APPA Student Intern.

1. Complete APPA FM 101 session, which provides students with an overview of educational facilities functions and will help prepare students to pursue Educational Facilities Professional (EFP) credential.
2. Participate in at least one of APPA activities, which include:
 

• Assist with APPA Project(s)	• Committee work/workgroup/taskforce
• Attend APPA meeting(s), event(s), webinar(s)	• Present at APPA/Regional/Chapter to share internship experience
• Create podcasts and/or video casts to share Facilities knowledge and/or promote APPA	• Write Facilities-related articles in APPA or other publications
• Complete Facilities related research with APPA CFaR (Center for Facilities Research) as a part of academic requirements	• Other APPA activity activities, e.g., assist with completing APPAs FPI, NACUBO Survey, etc.
3. Complete, review, and submit the APPA Student Internship Summary Report to supervisor a week prior to the completion of the internship program.

## APPA Internship Process for Applicants

The Student Intern Checklist can be used as a guide for completing the APPA Student Internship Program process. Please visit <https://www.appa.org/JobExpress/internships.cfm> to download supporting resources.



**Figure 2: APPA Internship Process for Applicants**

### Step 1: Self-Assessment (Know Yourself)

- **Define Your Goals:** The applicants should consider what type of experience you wish to have.
  - In what specific area(s) would you like to intern?
  - What skills do you hope to acquire or enhance during the internship experience?
  - What are your academic and personal goals for an internship?

### Step 2: Application Process

- **Find Available Internship Opportunities:** The applicants can search available internship opportunities through APPA Internship site at <https://www.appa.org/JobExpress/internships.cfm>. After finding the internships, the applicants should consider which internships align with personal goals and/or expectations. One thing to keep in mind is that some institutions have application deadlines many months before the intended start date. The earlier you start your search, the more opportunities you will find available. Some applicants would like to receive academic credit, make sure to contact your academic advisor and/or department to discuss academic goals and requirements prior to submitting an application.
- **Review Internship Qualifications and Requirements:** If the applicants are interested in participating an APPA Internship Program, please review “[Qualifications for Prospective APPA Interns](#) and [Post Qualifications for APPA Interns](#) section” to make sure you understand required qualifications of prospective APPA intern and are aware of APPA requirements.
- **Join APPA:** Students must be an APPA member to participate APPA Student Internship Program. Please visit APPA’s website at <https://www.appa.org/membership/student.cfm> for membership details. **It’s free to join APPA as a student.**
- **Apply for Internships:** The applicants may be requested to submit additional documentation depending on the host institution/organization. Be sure to review internship requirements and prepare application materials (resume, reference letters, transcript, etc.) in advance. The applicants need to submit a complete application package by the deadlines specified by the host institution/organization.

### Step 3: Interview Preparation

- **Prepare for Interviews:** The host institution/organization may require an interview. You should give the interview as much preparation as you did the application.
  - **Reread the Internship Description and Your Application:** Ensure that you remember what you answered in the application and know what host institution/organization is looking based on internship description.
  - **Practice Answering Mock Interview Questions:** You can participate in a practice interview at your career center on campus. You can also research interview questions to prepare answering different types of questions.
  - **Prepare Additional Details:** You may prepare additional questions you want to ask in your internship interview.

### Step 4: Decision

Internship opportunities will not perfectly match your expectations, so it is important to remain flexible of your personal goals and interests and open-minded through the process.

- **Evaluate the Internship:** Before accepting an internship, make sure you review information about when you will be expected to start internship, what your responsibilities will be, who you will be working with, how you will be supervised, etc. If you have any questions about the internship, be sure to ask all your questions up front. You may want to seek the opinion of your academic advisor.
- **Accept an Internship Offer:** You need to make a final decision and get back to your host institution/organization in a timely manner. Once you accept an internship offer, make sure to inform other host institution/organization offering you an internship that you have accepted an internship and would like to withdraw your name from their candidate pool. On occasion, you receive an offer for one internship while still waiting to hear from your top choice opportunity, at least you should inform the host institution/organization offering you an internship that you are wrapping up the recruit process and that you hope to make your decision by a specific date.

### Step 5: Internship Preparation

- **Learn about APPA:** Student interns are encouraged to visit APPA's website to learn more about educational facilities, explore professional development opportunities, and access to available resources.
- **Confirm All Important Details:** Contact your host institution/organization via email or phone to confirm details (e.g. start date, schedule, etc.).
- **Send Additional Paperwork to Your Host Institution/Organization:** Student intern may need to submit the additional paperwork to academic advisor and/or department periodically and/or at the end of the internship program to earn academic credit. Be sure to send additional documents that need to be completed by supervisor in advance.
- **Review Internship Documents:** At the beginning of the internship, the student intern should review the internship training plan, APPA Student Internship Guidelines, and other supporting documents with your supervisor. Be sure to check the [Post Qualifications for Student Interns](#) session for APPA requirements.

### Step 6: Internship

Student interns should communicate with supervisor to find out what requirements need to be met.

- **APPA FM 101 Session:** During the internship, the student intern needs to complete APPA FM 101 session to learn more about educational facilities at <https://www.appa.org/JobExpress/internships.cfm>.
- **APPA Activity/Involvement:** APPA student intern is required to engage in at least one APPA activity (see the [Post Qualifications for Student Interns](#) for more details). To verify your participation, please complete and submit the APPA Student Internship Summary Report to your supervisor a week prior to the completion of your internship.
- **Weekly Activity Report:** Student interns are encouraged to complete and review the [Weekly Activity Report](#), which is in the Resource section, with supervisor. This will help students to keep track work progress and activities involved.



- **Final Internship Portfolio:** APPA student interns are encouraged to create a portfolio of the work accomplished during the internship, which is a great supplement for future career interviews. The following items may be included in the portfolio: internship training plan, weekly activity report, internship evaluations, APPA Internship Summary Report, photographs, etc.
- **Midterm Discussion:**
  - The student intern and intern supervisor are recommended to use the [Midterm Discussion](#), which is in Resources section, as a discussion tool to better understand and learn the needs/expectations of each other.

### Step 7: Internship Wrap-Up

The student intern should communicate with the supervisor to ensure you complete the APPA Internship requirements.

- **Final Evaluations:**
  - The student intern is recommended to complete the [Final Evaluation of Internship Experience](#), which is in Resources section, and review it with supervisor.
  - The student intern is recommended to review the [Final Evaluation of Student Intern](#) with supervisor.
- **APPA Student Internship Summary Report:** The student intern is required to complete and submit APPA Student Internship Summary Report to supervisor prior to the end of the internship program.
- **APPA Student Internship Program Evaluation Survey:** The intern supervisor and student intern are required to complete APPA Student Internship Program Evaluation Survey. The host institution/organization and student intern should receive the direct survey link via email two weeks prior to the end of the internship. If not, contact APPA at [appainternship@appa.org](mailto:appainternship@appa.org).

### LEGAL IMPLICATIONS RELATED TO INTERNSHIPS

The U.S. Department of Labor (DOL) provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers. For detailed information, visit U.S. Department of Labor at <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>.

### HELPFUL LINKS

Website	URL
APPA Website	<a href="https://www.appa.org">https://www.appa.org</a>
APPA Internship	<a href="https://www.appa.org/JobExpress/internships.cfm">https://www.appa.org/JobExpress/internships.cfm</a>
APPA Facebook	<a href="https://www.facebook.com/APPA-Leadership-in-Educational-Facilities-24282568387/">https://www.facebook.com/APPA-Leadership-in-Educational-Facilities-24282568387/</a>
APPA Twitter	<a href="https://twitter.com/APPA_facilities">https://twitter.com/APPA_facilities</a>
APPA YouTube	<a href="https://www.youtube.com/user/APPALeadership">https://www.youtube.com/user/APPALeadership</a>
APPA Webinars	<a href="http://www.appa.org/Webinarseries/appa_monthly_webinars.cfm">http://www.appa.org/Webinarseries/appa_monthly_webinars.cfm</a>

### RESOURCES

APPA doesn't provide any financial support and benefits to APPA interns. Financial assistance and other benefits, instead of or in addition to pay, may be available to APPA interns depending on availability of funds from host institution/organization.

The host institution/organization may want to consider offering networking/certification opportunities to student intern, such as sponsoring attendance at networking events, offering participation in workplace and training, etc.

The following forms are provided by APPA to help student interns and host institutions to successfully complete the APPA Student Internship Program. Please visit APPA Student Internship website to download available resources at <https://www.appa.org/JobExpress/internships.cfm>.

\*Both academic and non-academic internship program participants (host institution and student intern) are required to complete and submit the documents to meet APPA requirements.

- APPA Student Intern Selection (required)
  - The host institution/organization needs to inform APPA of final chosen candidate(s) through email at [appainternship@appa.org](mailto:appainternship@appa.org) prior to the beginning of the internship program.
- Student Intern Checklist (required)
- Host Institution Checklist (required)
- APPA Student Internship Summary Report (required)
- APPA Student Internship Program Evaluation Survey (required)
  - Student intern and internship supervisor will receive a direct survey link via email two weeks prior to the end of internship.

Additional forms below may be used to assist program participants with the success of the internship program but are not required for submission to APPA.

- APPA Student Intern Job Description Template (optional)
- APPA Student Internship Agreement Template (optional)
- Internship Training Plan (optional)
- Weekly Activity Report (optional)
- Midterm Discussion for Student Intern and Host (optional)
- Final Evaluation of Internship Experience completed by student intern (optional)
- Final Evaluation of Student Intern completed by host institution (optional)

**\*To access to the latest supporting resources above, please visit**

**<https://www.appa.org/appa-student-internship-program/>.**