



APPA Student Internship Summary Report

The APPA Student Internship Summary Report is required to be submitted by all APPA Student Interns. This report provides summary of major accomplishments, contributions, participations, and/or responsibilities of student intern during the APPA Student Internship Program. The APPA student intern must complete, review, and submit this report to supervisor a week prior to completion of your APPA Internship Program. Any questions regarding APPA requirements, check details from the APPA Student Internship Guidelines and/or contact APPA Student Internship Program at appastudentinternship@appa.org.

Host Institution/Organization Information			
Host Institution Name:			
Address:			
Supervisor Name:		Title:	
Supervisor Email:		Supervisor Phone#:	
Student Information			
Student Name:			
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		
APPA Student Internship Summary			
Accomplishments and Contributions: (Additional documents can be attached to provide more details.)			
Please check the activity(s) you participated in:	<input type="checkbox"/> Assist with APPA Project(s) <input type="checkbox"/> Attend APPA meeting(s), events, and/or webinar(s) <input type="checkbox"/> Create podcasts and/or video casts to share Facilities knowledge and/or promote APPA <input type="checkbox"/> Complete Facilities related research with APPA CFaR as a part of academic <input type="checkbox"/> Committee work/workgroup/taskforce <input type="checkbox"/> Present at APPA/Regional/Chapter to share internship experience <input type="checkbox"/> Write Facilities-related articles in APPA or other publications <input type="checkbox"/> Other APPA activities (e.g. assist with completing APPAs FPI, NACUBO Survey, etc.)		
Do you complete APPA FM 101 session?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you submit Final Internship Portfolio?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please include the detailed information of your participation based on the selection above:			
Please share your internship experience and/or impression while joining APPA Student Internship.			

Supervisor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Thank you for joining APPA Student Internship Program.
<https://www.appa.org/JobExpress/index.cfm#>