Host Institution/Organization Checklist
APPA Student Internship Program

The following information serves as a guide as you plan and participate in APPA Student Internship Program. You can refer to the APPA Student Internship Guidelines for detailed instructions on how to become a host institution/institution for APPA Student Internship.

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 staff; a training plan template is available in the APPA Student Internship Guidelines

STEP 4: RECRUITMENT/HIRING

_____ Develop job description and prepare interview materials

_____ Post internship position(s) on APPA's online system

_____ Proceed with organization's internal recruitment/hiring processes

_____ Inform APPA of final chosen candidate(s) – check detailed information about candidate selection submission from the APPA Student Internship Guidelines

STEP 5: ORIENTATION AND TRAINING PROGRAM

_____ Create and/or develop orientation to describe an overview of organizational culture, organizational structure, and department roles

_____ Prepare support and/or documents e.g. setup desk, computer, telephone, internship training plan, student progress report, evaluation, etc.

_____ Review internship training plan and other documents with the student intern

STEP 6: INTERNSHIP

_____ Complete Mid-Term Evaluation of Student Intern

_____ Review and Collect Mid-Term Evaluation of Internship Experience from the student intern

_____ Discuss and Promote APPA activities with the student intern

STEP 7: INTERNSHIP WRAP-UP

_____ Complete Final Evaluation of Student Intern

_____ Review and Collect Final Evaluation of Internship Experience from the student intern

_____ Complete APPA Student Internship Program Evaluation Survey

_____ Submit the final report from the student intern to APPA after the end of the internship

Please see APPA Student Internship Guidelines for the details.
To learn more about APPA Student Internship Program,
visit https://www.appa.org/appa-student-internship-program/