



## Student Intern Checklist APPA Student Internship Program

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

### STEP 1: SELF-ASSESSMENT (KNOW YOURSELF)

- Define what specific area would you like to intern?
- Determine what skills you want to acquire or enhance during the internship experience

### STEP 2: APPLICATION PROCESS

- Join APPA – Free Student Membership (visit <http://www.appa.org>)
- Review qualifications for APPA interns from the APPA Student Internship Guidelines
- Research available internship opportunities at <http://www.appa.org/JobExpress/>
- Prepare resumes and references
- Apply for internships; make sure to follow the hiring process to complete an application

### STEP 3: INTERVIEW PREPARATION

- Prepare for interviews

### STEP 4: DECISION

- Accept internship offer

### STEP 5: INTERNSHIP PREPARATION

- Visit APPA's website to learn more about Educational Facilities
- Review APPA Student Internship Guidelines to better understand the program
- Meet with supervisor to discuss internship plan and APPA related activities
- Visit APPA's website at [www.appa.org](http://www.appa.org) to explore professional development opportunities and access to resources e.g. Body of Knowledge (BOK), Facilities Management Magazine, etc.

### STEP 6: INTERNSHIP

- Complete the Weekly Logs; the log template is available in the APPA Student Internship Guidelines
- Complete Mid-Term Evaluation of Internship Experience
- Engage in at least one APPA activity – Be sure to complete and submit the Verification of APPA Involvement Form to supervisor at the end of your internship
- Complete APPA FM 101 Session

### STEP 7: INTERNSHIP WRAP-UP

- Complete Final Evaluation of Internship Experience
- Submit Verification of APPA Involvement Form to supervisor
- Submit the final report to supervisor, APPA, and academic advisor, if applicable
- Complete APPA Student Internship Program Evaluation Survey

Please see APPA Student Internship Guidelines for the details.

To learn more about APPA Student Internship Program, visit <https://www.appa.org/JobExpress/internships.cfm>