



NATIONAL APARTMENT
LEASING PROFESSIONAL®

NALP Internship Program Guidelines

Purpose and Scope

The NALP internship is designed to provide a platform for the NALP Candidate to apply the principles and practices learned in the NALP program. The NALP Intern will have completed the classroom and Market Survey Presentation components of the program. The internship provides the necessary hands-on experience that will drive the student's successful performance in the field.

Internship Sponsorship

The company sponsor is the critical element in the successful internship. While there is an investment of manpower and time – the experience for all participants can be extremely rewarding, often offering the host an opportunity to look at their own operations expertise. The company will offer:

The Host Internship Location – a multifamily community

Intern Supervisor – an on-site professional who will work closely with the intern on a daily basis and together complete the Internship Checklist.

Corporate Sponsor – a company executive who will provide necessary oversight for the week.

The sponsoring community must agree to provide the daily support and attention to complete the Checklist elements – using the community itself, its staff and its daily operations as a “laboratory” for experiential learning. It is recommended that the company review the checklist prior to committing to sponsorship.

Timeline

A week-long timeline has been established with a detailed Checklist. Days of the week are “recommended” to gradually expose the intern to the scope of the work at the community. The days are divided into skills and knowledge areas, with blanks for checks and comments. Midweek days are very full, with more time allowances on days 1 and 5.

The Value Proposition

On the final day of the internship, the NALP candidate must complete the two-page Value Proposition form. This is a critical document that identifies for the intern the value in the duties and responsibilities of the leasing professional. The intern will calculate impacts on traffic, closing and turnover as well as critical roles in resident retention, market position and service. The Intern Supervisor should assist the intern in completing the document.

NAAEI Support

The Institute will support all parties involved in the internship and should receive the completed Checklist and Value Proposition. The student's record will reflect completion of these elements prior to final testing.