

CAL POLY

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INTERNSHIP PROGRAM GUIDELINES LA 371 (3 UNITS)

An internship is required for all students who are pursuing a Bachelor of Landscape Architecture (BLA) degree. The internship requirement is completed by enrolling for and completing the course requirements for LA 371, Internship for three units of credit on a CR/NC basis.

Student Qualifications:

Third year (Junior) standing in Landscape Architecture is a prerequisite to enroll in LA 371. Students should complete their internship requirement PRIOR to beginning their fifth year in the program.

Requirements and Duration:

A minimum of 90 hours of work experience is required for course credit and students must enroll in LA 371 within 18 months of the completion of the work experience. The work experience should offer the student a “livable wage” for the period of employment, although in some cases volunteer opportunities will be considered. If you are having trouble finding an internship, meet with the Department Head to review your options.

Students should consider completing the work experience during the summer quarter (mid-June to mid-September) although options are available for other times throughout the academic year.

Purpose:

The purpose of the internship program is to expose students to a broad spectrum of office practice and procedures related to the Landscape Architecture profession. Access to a range of individuals in the firm and to a range of job tasks and project types is heavily encouraged. Exposure to as many areas of practice as possible is desirable, particularly those which are not available in the educational setting, and might include:

- Site Visits + Analysis
- Construction Documents
- Project Management
- Office Operations
- Planting Design
- Cost Estimation
- Budgeting and Estimation
- Construction Site Observation
- Marketing and Proposal Development
- Product and Material Specifications
- Design Development
- Post Occupancy Evaluation
- Bid Document Review
- Detail Design
- Irrigation Design
- Presentation Shadowing
- Client Contacts
- Contractor Meetings
- Design Reviews

INTERNSHIP PROGRAM GUIDELINES (cont.)

Student Responsibilities:

The student is responsible for contacting potential employers, providing them with an application for employment and providing a portfolio as required. In addition, the student should present a copy of the Internship Program Guidelines, the Internship Program Introduction Letter from the Department Head and the Intern Evaluation Form.

The intern is expected to be a responsible and productive member of the firm or agency, utilizing his/her employable skills to the highest extent on behalf of the employer, while observing and gaining knowledge of office operations. The intern is an employee, rather than a guest, and is expected to conduct him/herself accordingly.

During the internship, the student is expected to work diligently under the direction of the employer and is required to keep a daily journal of experiences, activities and work samples. In order to receive course credit, the student must submit the following to the Department Head by the end of the quarter in which enrolled in LA 371:

- A copy of the Daily Journal
- A five to ten page (1000 words) summary report on what he/she gained from the experience including relevant work samples, digital photographs and individuals collaborated with.
- A signed Introduction Letter and Intern Evaluation (these may be faxed or emailed directly to the department).

Employer Responsibilities:

Employers should sign the Introduction Letter from the Department Head that outlines the internship's educational goals as well as complete the Intern Evaluation (provided by the student) summarizing the student's value to the firm or agency. Employers should include the approximate dates of employment, an outline of the duties and responsibilities performed and any areas needing improvement.

Departmental Responsibilities:

The LA 371 is administered and coordinated by the Department Head or a faculty member. At the end of the quarter, the faculty of record for LA 371 will determine, based on the student's summary report, journal, and employer's evaluation form, whether credit will be awarded for the experience.