

Ten Steps to an Internship

Step One

Visit the Cal Poly Landscape Architecture website on Internship (link below) and let your employer know about the guidelines (all forms and the introduction letter listed here can be downloaded from the website) that are listed in it. <https://landscape.calpoly.edu/content/current/internship-program>

Step Two

When you get an offer for an internship, give your employer the following:

- 1) **Introduction letter** by the Landscape Architecture Department Head and have the employer sign it and email to the address below.
- 2) **Site Self-Assessment Form (only if the internship is part or fully in person)**. Have your employer or a representative for the employer fill out this form, sign it and return it to you. You then sign it and send it to the department at the email below:

landscapearchitecture@calpoly.edu

Step Three

Download from the website, fill out and return to the department the **University Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims** form at the email address above. Complete the internship (a total of at least 90 hours) work. Email to department.

Step Four

Write (type on letter size format) a journal for each day's work (40 to 60 words per day) of your internship.

Step Five

After the completion of the internship, write a two-page essay (type them on letter size format) reflecting on your internship and the insight you gained by it. Submit a digital copy of both the journal and the two-page essay to the Landscape Architecture department or upload on canvas when available.

Step Six

Have the employer fill out the **Evaluation Form** and email to the address listed above.

Step Seven

Enroll for the internship course, LA 371 immediately after the completion of your internship.

Step Eight

Review the Canvas page for LA 371 to understand the requirements of the class. Read the course syllabus and the list of deliverables due and schedule of submittal for deliverables.

Step Nine

Participate in the group discussion on canvas during week 7 of the quarter.

Step Ten

The Landscape Architecture Department Head issues the grade for your LA 371, writes a letter to your employer and gives feedback on their participation.