CAL POLY

Landscape Architecture

MEMORANDUM

To: Employer or Student Internship Manager
From: Beverly Bass, Department Head and Professor
Re: Internship Program for (print student name) _____

Dear Employer or Student Internship Manager,

Thank you for providing an internship experience for our student. This experience gives our student a stronger understanding of professional practice, introduces the rigors of the workplace and connects the student with the profession. The internship program is a valuable and vital part of our student's undergraduate education.

The internship program provides an opportunity outside the classroom for our students to continue to learn and develop their professional careers. We hope you can introduce our students to a wide range of activities associated with Landscape Architecture practice while the student is employed with your firm or agency.

We would encourage you to expose the intern to as many of following subject areas (if applicable):

- **General Office Organization:** How your firm or agency is organized, the roles and responsibilities of office staff and daily/weekly office activities.
- **Project Design:** How a project is turned into reality—from marketing, proposal, design development, construction documentation, construction, and post-occupancy evaluation.
- **Project Management:** How various individuals within your firm/agency and consultants interact, collaborate and coordinate information, tasks, schedules and deadlines.
- **Project Documentation:** How concepts are formalized into a series of contract documents: construction drawings and specifications.
- **Visualization:** How ideas are represented throughout various stages in the design and construction process including the use of digital technologies.
- **Communication:** What skills are critical in professional practice including verbal and written techniques through letters, contracts, proposals, specifications and public/client presentations.

By exposing the intern to such activities, we can introduce our students to the professional context in which they will enter upon graduation. In turn, we hope the students return this new knowledge back into their academic work. The intern is expected to engage in opportunities presented in the practice setting with concern for professional growth and development. We hope you can provide the intern with experience through:

- Observation and active participation
- Review and feedback on assigned tasks
- A mentor within the practice setting

We ask you to carefully read the above and, if you agree that your internship represents a meaningful student experience, please sign below and return this letter to our office.

Employer/Internship Manager Signature: _____ Date: _____
Print Name:

Once again, thank you for providing this internship experience for our student. We hope that our student is engaged and hardworking, and contributes to the project activities in your office. Upon completion of the student's work assignment, please complete the attached Intern Evaluation Form and return it to our office.

If you have any questions or feedback regarding our interns, the internship program or our Department please contact me at your convenience.

Sincerely,

Beverly Bass – PLA, LEED AP, and ASLA
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