

Ten Steps of Internship

Step One

Visit the Cal Poly Landscape Architecture website on Internship and let your employer know about the guidelines (can be downloaded) that are listed in it.

Step Two

When you interview for an internship or get an offer for an internship, give your employer the introduction letter by the Landscape Architecture Department Head (can be downloaded from our internship website), have the employer sign it and ask them to email it to:

landscapearchitecture@calpoly.edu

Step Three

Complete the internship (a total of at least 90 hours) work.

Step Four

Write (type them 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 the hard copy of both the journal and the two-page essay to the Landscape Architecture department.

Step Six

Have the employer fill up the evaluation form (can be downloaded from our internship website) and email it directly to:

landscapearchitecture@calpoly.edu

Step Seven

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

Step Eight

Signup for an interview with the Landscape Architecture Department Head (a signup sheet will be posted during the second half of the quarter you registered for LA 371).

Step Nine

Interview with the Landscape Architecture Department Head. Prior to the interview, make sure the department received all documents.

Step Ten

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