

University of Kentucky

Department of Landscape Architecture

LA 399: Internship

1. Obtain Internship

- Private or public landscape architecture professional office, or related field such as conservation work, research, or community engagement.
- 96 hours minimum (paid or unpaid)

2. Review the LA 399 Syllabus and complete the Internship Learning Contract

- Meet with Ned Crankshaw, the Department's Internship Coordinator.
- Read previous students' learning contract examples.
- Talk to your employer about skills and knowledge they hope to impart to you. How will the objectives be accomplished? What are the responsibilities and duties, and how will they help you achieve the objectives?
- Agree on assignment, due dates, and times to meet or be in contact with Ned Crankshaw.
- Employer agrees to learning objectives and activities in the Learning Contract.
- Learning Contract must be typed.

3. Pre-Internship

- Learning contract must be signed by Ned Crankshaw and Student. The original will be kept on file by Ned Crankshaw.
- UKLA's Academic Coordinator will help you register for LA 399.
- Ned Crankshaw will send a copy of the signed contract and a letter of thanks to the employer.

4. During your Internship

- Keep a daily log of activities to help you remember the tasks and duties you performed and who you interacted with throughout the day.
- Along with the daily journal, prepare a 3-4 page portfolio of the most significant work you did as an intern (text and illustrations).
- Ask employer for permission to use graphics or other information from your preferred two or three projects to be used in your portfolio and PPT presentation.
- Request permission to take pictures of projects, the office environment, yourself performing duties, etc., to be used in your portfolio and PPT presentation.
- Work hard, network, learn, and have fun.

5. Post-Internship Documentation

- Set up a time to meet with Ned Crankshaw to review your daily journal, portfolio, your oral PPT presentation which should include a) background of firm b) summary of experience c) what you learned and d) projects you enjoyed the most.

6. Post-Internship Evaluation

- With Ned Crankshaw, determine whether internship objectives were fulfilled.
- Daily log, portfolio, and oral PPT.
- The Department Internship Coordinator will obtain your feedback about the internship experience and send it, with the Student Performance Questionnaire, to the employer.

LA 399 Internship in Landscape Architecture

Instructor: Ned Crankshaw
Office Address: S305 Agriculture Science Bldg
Office Phone: 257-4691
Office Hours: By appointment with assigned faculty

Course Description: This is a self-directed course providing academic credit for a pre-approved internship relating to the practice of landscape architecture. An internship involves working for a minimum of 96 hours in a private or public landscape architecture office or in another professional experience associated with landscape architecture. Other experiences could include conservation work, research projects, or community engagement work. While engaged in the internship it is required that a Practice Portfolio and a Daily Journal of professional engagement be kept.

Prerequisites: LAAR major and third year standing or higher.

Student Learning Objectives:

After completing this internship, a student will be able to:

1. Demonstrate a working knowledge of the professional sphere of practice engaged in during the internship.
2. Articulate to his/her peers the types of projects or activities engaged by a professional office.
3. Utilize this experience in the studio as an indicator of professional competence.

Course Objectives:

1. To develop a strong sense of the day-to-day operations of a professional office
2. To gain a skill set that can be utilized in future studios and other course work
3. To develop the beginning of a networking system that could be useful in professional development

Required Materials: None

Description of Course Activities and Assignments: As this is an internship there are no formal assigned activities except engagement in the office in which the internship occurs. Engagement in professional activities will be assessed with three assignments:

- **Daily diary of internship activities** - The diary is a day-by-day account of the aspects of professional practice in which the intern was engaged. This will mirror the contents of the time sheet which all offices require in daily practice.
- **Portfolio of work engaged in during the internship** - The portfolio will include the projects that were worked on while engaged in the intern activities. While it is recognized that some projects may be proprietary, it should be possible to provide a summary description of what the project was and what role the intern played in the project's actualization.
- **Presentation to peers following the internship** - Since the internship is a learning experience, a presentation of what was learned will be presented to the intern's peers at the beginning of the semester following the semester of the internship.

Course Grading: Grades will be apportioned based on one third each for the portfolio, diary, and presentation. A mid-term grade will not be awarded because of the structure of the course assignments. Likewise, a final exam will not be given in the course.

- A = Exceeds expectations in all the above areas
- B = Meets expectations at a high level of competency
- C = Meets expectations at an average level of expectation
- D = Does not meet expectations in all the above areas
- E = Generally fails to provide professional work in all areas

Tentative Course Schedule: The intern must be actively engaged in professional landscape architectural activities for no less than 96 hours to receive credit for the course.

Course Policies - Submission of Assignments:

- The diary and portfolio should be submitted by the end of the first week of class following the internship in question.
- Internship presentations will be scheduled for the second week of class in the semester following the internship experience.

Attendance Policy: As required by the office in which the internship takes place.

Excused Absences: As required by the office in which the internship takes place.

Academic Integrity

- Academic honesty is fundamental to the activities and principles of the university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. The academic community regards academic dishonesty as an extremely serious matter with serious consequences that range from failing the course to expulsion from the university. When in doubt about plagiarism, consult the instructor.
- Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to university policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.
- Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.
- Part II of *Student Rights and Responsibilities* (<http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.
- When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1). **Please Note:** Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations Due to Disability: If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. To receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center for coordination of campus disability services available to students with disabilities.

University of Kentucky Internship Program

LEARNING CONTRACT

James W. Stuckert Career Center

408 Rose Street, Lexington, KY 40506-0494

Phone (859) 257-2746 Fax (859) 323-1085

<http://www.uky.edu/CareerCenter>

LEARNING CONTRACT MUST BE TYPED

STUDENT INFORMATION		COURSE INFORMATION			
Name		Semester/Year			
Email		Course#/Section	LA 399-001		
Phone		Credit Hours			
Address		Grade Option (Letter Grade or Pass-Fail)	Letter Grade		
City/ST/Zip		Remuneration	Paid		Unpaid
Major	Landscape Architecture				
College	College of Agriculture, Food & Environment				
Class Level					
Student Number (not SSN)					
INTERNSHIP PARTNER INFORMATION		WORKING INFORMATION			
Organization or Company Name		Starting Date			
		Ending Date			
Supervisor's Name		Total Number of Weeks			
Email		Average Hours Per Week			
Phone		Total Number of Hours			
Address					
City/ST/Zip					
Describe the duties of your internship:					

List your learning objectives for this experience:*(What do you expect to learn from this experience? Objectives should be measurable and achievable.)***Specify the assignments agreed upon with your faculty sponsor:***(Assignments are usually reflective in nature.)***Specify dates and times you have agreed to meet with your faculty sponsor for critical reflection:***(Dates/times may be specific or in general terms. "To Be Determined" is not acceptable.)***Required Approval Information**

Faculty Advisor		Dept Internship Coordinator	Ned Crankshaw
Department	Landscape Architecture	Department	Landscape Architecture
Campus Address	S305 Agriculture Science Bldg 1100 S Limestone Lexington KY 40546-0091	Campus Address	S305 Agriculture Science Bldg 1100 S Limestone Lexington KY 40546-0091
Phone		Phone	257-4691 / 257-7295
Email		Email	UKLA@uky.edu
Faculty Advisor Signature	Date	Dept Internship Coordinator Signature	Date
Student Signature	Date	James W. Stuckert Career Center Signature	Date
		*Additional signature is required if you are a student in the College of Agriculture, Food & Environment and enrolling in a 399 course. No signature required for EXP 396 or EXP 397 courses.	
*Agriculture Associate Dean Signature	Date		