

LA 399: Internship in Landscape Architecture

Internship Details:

- Private or public landscape architecture professional office, or related field such as conservation work, research, or community engagement.
- Internship may not be with a family member.
- 96 hours minimum (paid or unpaid)
- Students must have completed LA 223 prior to enrolling in LA 399.

Review the LA 399 Syllabus and Complete the Internship Learning Contract

- Meet with the Department's Internship Coordinator, Christina Wilson.
- Read previous students' learning contract examples.
- Review assignments, due dates, and times to meet or be in contact with the Internship Coordinator.
- 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?
- Employer agrees to learning objectives and activities in the Learning Contract.
- Learning Contract should be typed.

Pre-Internship

- Learning contract must be signed by the Internship Coordinator and student. The original will be kept on file.
- UKLA's Internship Coordinator will help you register for LA 399.
- Attend internship orientation organized by UKLA's Internship Coordinator.

During your Internship

- Ask employer for permission to use graphics or other information from your projects for your portfolio and presentation.
- Request permission to take pictures of projects, the office environment, yourself performing duties, etc., to use in your portfolio and presentation.
- Keep a daily log of activities to help you remember the tasks and duties you performed and who you interacted with throughout the day.
- Fulfill short assignments from the Internship Coordinator available via Canvas.
- Along with the daily journal, prepare a 4–6 page portfolio of the most significant work you did as an intern (text and illustrations).

Post-Internship

- Meet with the Internship Coordinator to review your daily journal, portfolio, and your presentation draft which must include a) background of firm b) summary of experience and c) what you learned.

Post-Internship Evaluation

- Participate in Internship Presentation.
- The Department Internship Coordinator will obtain your feedback about the internship experience and send it, with the Student Performance Questionnaire, to the employer.
- Internship Coordinator will determine whether internship objectives were fulfilled.

Student Information		Course Information	
Name		Semester/Year	
Student ID Number		Course #/Section	LA 399.001
Email		Credit Hours	2
Phone		Grade Option	Letter Grade
Major	Landscape Architecture	Paid or Unpaid	

Internship Partner Information

Organization / Company

Street Address

City, State, Zip Code

Supervisor Name

Supervisor Email

Supervisor Phone

Working Information

Start Date

End Date

Total Number of Weeks

Average Hours Per Week

Total Number of Hours

Approval

Internship Coordinator Signature / Date

Student Signature / Date

Describe the duties of your internship:

List your learning objectives for this experience:

Specify the assignments agreed upon with the Internship Coordinator: