

**ARIZONA STATE UNIVERSITY
SCHOOL OF ARCHITECTURE AND LANDSCAPE ARCHITECTURE**

INTERNSHIP PROGRAM

Introduction

In order to insure the professional level student an orderly, cohesive, complete and diversified program of internship training in preparation for a career of professional practice, the School of Architecture and Landscape Architecture at Arizona State University, together with previous participating firms, foundations, corporations and municipal offices, share the following intentions:

- a) It is the proper function and objective of professional level programs in architecture and landscape architecture to provide a specialized educational background of design and technical subjects, to examine and evaluate the professional level students in these courses, and to provide an atmosphere conducive to the development of a professional attitude. In addition, a realization of the need for the experience obtained through an internship or office residency program should be minimal preparation for entrance into professional practice.
- b) It is the proper function and traditional responsibility of the profession and the professional schools to provide a program of internships or residencies and make available to the professional level student varied opportunities for experience representative of the diversity of office practice.
- c) It is the proper function and objective of the School of Architecture and Landscape Architecture at Arizona State University to evaluate the experience, knowledge, and judgment gained under internship programs.

In the professions, there is an age-old tradition of assistance to the process of professional level education. This tradition has evolved as a system of apprenticeships augmenting university sponsored professional level programs. Today, in fact, there are few practitioners who have not received some professional exposure prior to completing formal university training in professional schools of architecture and landscape architecture.

The School of Architecture and Landscape Architecture's evolving internship program meets this need to organize outside experience as part of the educational process for the professional level student in preparation for practice upon graduation.

This internship program is for all professional level students who will spend a minimum of 200 hours in a professional office specializing in landscape architecture, and receive university credit. We require this minimal experience, or an equivalent academic experience, for all professional level students before they graduate. The students greatly benefit from this exposure to office experience and are more valuable upon graduation to the professional offices they enter.

INTERN'S RESPONSIBILITIES

It is the intern's responsibility to secure an internship with a firm that has a licensed Landscape Architect, and contact the internship employer or site upon securing internship employment, to verify all office hours and to honor all office policies. It is also the intern's responsibility to represent the School of Architecture and Landscape Architecture through a conscientious, professional attitude as expressed in his/her personal manner and appearance.

PRACTITIONER'S RESPONSIBILITIES

It is the responsibility of the employer or site to give interns a broad exposure to a full range of professional practice activities, provide meaningful task assignments and guidance, and assign a senior-level person as the intern's supervisor.

**LANDSCAPE ARCHITECTURE INTERNSHIP
STEP BY STEP**

STEP 1: Request of Internship

Please submit the following documents prior to beginning your internship.

- Internship Request Form –Due by Friday, March 27, 2009

STEP 2: Register for the appropriate course. (Note: Due to regulations, **international students must register for the summer semester internship course.** All other students are requested to register for the fall semester internship course.)

You will not receive credit if you are not registered in the correct course. If you are unsure of the course, please contact Heather Hilton, heather.hilton@asu.edu, 480-965-9588.

Architecture	ARP 484	3 rd Year
Landscape Architecture	LAP 484	3 rd Year
Architecture	ARP 584	3+
Landscape Architecture	LAP 584	3+

STEP 3: Submit required documents to the School of Architecture and Landscape Architecture office, located in CDN 162, by **Friday, August 28, 2009** to receive credit for the course.

CHECKLIST:

- Summary Assessment – Due Friday, August 28, 2009
After the completion of the internship period, students will write a two-page (minimum) report, summarizing their experiences and the educational value of the internship.
- Work Log – Due Friday, August 28, 2009
A weekly Work Log will be filled out by the intern indicating the type of tasks he/she is performing. At the end of each period or upon termination of employment, the employer will sign the Work Log indicating that the record is, to the best of hi/her knowledge, a true and accurate record of the intern's experience. The Log is both quantitative and qualitative. It should be mailed, faxed, or submitted in person to the School of Architecture and Landscape Architecture at the conclusion of the internship.
- Student Evaluation of Firm –Due Friday, August 28, 2009
- Firm Evaluation of Student- Due Friday, August 28, 2009
During the fifth week of the intern's work in the office, or at the completion of 200 hours of internship work, he/she will be evaluated by the supervisor on the Evaluation Form, which is to be signed and mailed to the School of Architecture and Landscape Architecture. The employer is expected to comment on the quality and on the value of the professional level student's performance, and make a grade recommendation.