

**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 architecture, and receive university credit. We require this minimal 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 architect, and to 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.

**CLINICAL ARCHITECTURE INTERNSHIP CHECKLIST:**

**STEP 1:** Request of Internship- Submit Required documents to the School of Architecture and Landscape Architecture office, located in CDN 162, by **March 27, 2009**

Internship Request Form- Due 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](mailto:heather.hilton@asu.edu), 480-965-9588.

Architecture	ARP 484	3 <sup>rd</sup> Year
Landscape Architecture	LAP 484	3 <sup>rd</sup> Year
Architecture	ARP 584	3+
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.

Journal (8.5"x11" or smaller, Spiral Bound)-Due Friday, August 28, 2009

You are required to keep a sketchbook/journal of your internship experience. This will serve as a personal and academic record of what you have completed as well as questions and observations that emerge during this experience. Prepare a minimum of three pages for each day. The recording of a day should include the following:

1. A graphic representation of what you are working on. This can be an AutoCAD printout, photo of a model, piece trace paper with working sketches etc.
2. A written description of the job what you are doing. Be somewhat detailed. You or I should be able to reassemble an impression of your daily work experience based on your entries.
3. Assessment: How is the project managed? What is your interaction with your supervisor on the job? Etc. What can you do to be more effective/productive? What can the firm do to help you do a better job? What roles do the different employees play on the project?
4. General Observations: You should also note your general observations about practice and the firm in particular. You may observe that the productions side of a job takes or is given much more time than the design side. How is the principal's time used? Is the firm well organized? How is the firm organized? Etc.
5. Discussions: Prepare a synopsis of discussions had with your supervisor and other professionals . What was the gist of the conversations? What did you come away with (questions addressed, questions remaining)?

Summary Assessment – Due Friday, August 28, 2009

At the conclusion of your internship, reflect back on your experience and prepare a 500 – 800 word assessment. What were your expectations? How were your expectations confirmed or contradicted? What does the firm do well, and do poorly. What did you do well and poorly as an employee? What will you do to better prepare for your professional career in the remaining years of architecture school?

Student Evaluation of Firm – Due Friday, August 28, 2009

Firm Evaluation of Student- Due Friday, August 28, 2009

Internship Development Program (IDP)- Due Friday, August 28, 2009

The process of becoming a registered architect includes a period of internship (generally three years) before you qualify to take the registration exams. It is only upon passing the series of exams that you will be registered and legally able to refer to yourself as an architect.

The internship process has been nationally organized into the IDP program. Most states, with few exceptions, require your participation in the IDP program to qualify for the registration exams. IDP is a program that supervises the internship process. They specify the amount of work experience you must have on a range of different topics. IDP also oversees the way that your work time is recorded and verified by your employers.

Since this will be a significant part of your working life, I want you to begin the process now so that you are prepared later. ALL the necessary information and forms are available online at [www.ncarb.org](http://www.ncarb.org). NCARB is the national council of architectural registration boards. This is the body that governs the architectural registration process. They are the governing organization and will decide if you get a license.

Go to the NCARB website and download the employment verification form found at <http://www.ncarb.org/forms/123form.pdf>. **You are not required to actually register and pay the registration fee; however you are required to fill this form out during your internship just as you can expect to do later.** The form must be submitted with the other required internship documents when you return in the fall.