

Internship Policy/Instructions for Students

ARP 484/LAP 484/ARP 584/LAP 584: The Design School Internship for Architecture and Landscape Architecture Programs

Internship Coordinators:

- Joe Ewan (Landscape Architecture)
- Philip Horton (Architecture)

Internship Objectives:

In order to ensure the professional level student an orderly, cohesive, complete, and diversified program of internship training in preparation for a career of professional practice, The Design School 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 Design School 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 mentorship which is a consistent component of a professional level education. This tradition has evolved as a system of apprenticeships augmenting university sponsored professional level programs.

The Design School's evolving internship program meets this need to facilitate outside professional 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 or landscape architecture, and receive university credit. We require this, or an equivalent 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 contact the internship employer, secure internship employment, verify all internship employer office hours, and to honor all internship employer policies. Interns are expected to represent The Design School through a conscientious, professional attitude as expressed in his/her personal manner, work ethic, and appearance.

This internship is a pass/fail course. The intern is required to review the internship policy and become acquainted with all requirements and due dates. **Unless otherwise stated, students must complete and submit all required documents to pass this course.** In addition, if a student is found to have behaved in an unprofessional manner, and/or violated the ASU Student Code of Conduct, <http://students.asu.edu/srr>, the student in question will be given a failing grade.

Additional requirements may be made by the internship coordinator for each discipline. If there are any additional requirements, those will be communicated to the student by the internship coordinator.

Internship Prerequisites:

Student must secure an internship with a licensed practitioner who is currently a professional in the field equivalent to the degree being sought by the student. Students may request exceptions to this policy by gaining prior approval from the internship coordinator. The "Internship Contract" must be completed, signed by the internship firm, and submitted to The Design School administrative offices for internship coordinator approval signature, and course override.

Required Documents:

- **Firm Evaluation of Student:** This is a form that is completed by the student's internship supervisor at the completion of the internship (minimum of 200 hours). The employer is expected to comment on the quality, value and professional level of the student's performance. *Form is to be signed by the supervisor and submitted to The Design School using one of the following methods:*
Mail- The Design School
Internship Program
PO Box 871605
Tempe, AZ 85287-1605
Email- designmail@asu.edu
Fax- (480) 965-0968
- **Thank-You Letter-** It is recommended that students present a thank-you letter to their internship supervisor/firm.

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. We also request that as a part of the internship experience, the intern meet with their supervisor weekly to discuss their performance and/or share the employer's perspective on professional practice.

At the end of the internship, it is required that the firm complete and sign "Firm Evaluation of Student".