

### Internship Policy for Landscape Architecture Firms

#### ASU Landscape Architecture Graduate Internship Overview:

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 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. Today, in fact, few practitioners have not received some professional exposure prior to completing formal university training in professional schools of architecture and landscape architecture.

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 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 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 course is a pass/fail course. The intern is required to review the course syllabus and become acquainted with course deadlines 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.

## Practitioners 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.

## Course 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.

## Materials Required for Internship

These forms are available on the Institute website:

<https://design.asu.edu/resources/students/internships#graduate>

### *Internship Contract*

The internship contract is filled out by the student, signed by the firm supervisor, and delivered to the School office. The student is responsible for making sure that the form is completed and returned promptly. **This form must be completed and filed BEFORE beginning the internship.**

### *Supervisor Evaluation Form*

The supervisor's evaluation form is completed by the student's internship supervisor after completion of the internship and returned to the School office. It is a primary component required for posting a grade in LAP 584. The internship supervisor is expected to comment on the quality and on the value of the student's performance within his/her firm. The student should remind the supervisor to fill out and return the form within two weeks of completion of the internship. It may be returned to The Design School using one of the following methods:

### Mail:

The Design School  
PO Box 871605  
Tempe, AZ 85287-1605

### Email:

[designgrad@asu.edu](mailto:designgrad@asu.edu)

### Fax:

(480) 965-0968

Any questions regarding the internship forms can be sent to [designgrad@asu.edu](mailto:designgrad@asu.edu) and questions regarding the internship program can be directed to the Internship Coordinator Joseph Ewan ([joseph.ewan@asu.edu](mailto:joseph.ewan@asu.edu)).

## **The Design School**

PO Box 871605, Tempe, AZ 85287-1605  
480.965.3536 Fax: 480.965.0968 [design.asu.edu](http://design.asu.edu)