

5) **A copy of weekly log of work (maximum of 2 pages)**. Each student shall keep a weekly log documenting general work experiences or a brief summary of the experiences of the week.

Student work may be retained and used as reference by the Department of Landscape Architecture. File must be named as follows:

course# name project student name. dwg/pdf/jpg/

Example: 4940DrawingProjectSmith
4ch 8ch 8ch 6ch

Use caps for separation

No spaces, hyphens, or underscoring

In cases of models and other 3-D work, digital JPG photographs should be submitted

Academic Honesty:

The University requires all members of its community to be honest in all endeavors. When students enroll at UF they commit themselves to honesty and integrity. Your instructor fully expects you to adhere to the academic honesty guidelines you signed when you were admitted to UF. In completing the registration form at the University of Florida, every student has signed the following statement:

“I understand the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University.”

Furthermore, on work submitted for credit by all UF students, the following pledge is either required or implied:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

It is to be assumed that all work will be completed independently unless the assignment is defined as a group project. Misrepresentation or plagiarism, such as claiming another’s work to be one’s own, refers to graphic and design work as well as written work. Submitting work from one course to fulfill the requirements of another (unless expressly allowed by the instructor) is also misrepresentation.

The University Honor Code and the Department of Landscape Architecture Academic Honesty Policy are to be followed to the letter. Any students found to have cheated, plagiarized, or otherwise violated the Honor Code in any assignment will be punished according to the severity of the act and may be referred to the Honor Court. It is each student’s responsibility to report any infraction, and it is expected that each faculty will report all infractions as well.

For more information, see <http://www.chem.ufl.edu/~itl/honor.html> and the Department of Landscape Architecture Academic Honesty Policy.

Student Accommodations

Support services for students with disabilities are coordinated by the Disability Resource Center in the Dean of Students Office. To obtain individual support services, each student must meet with a support coordinator in the Disability Resources Program who will work with the individual student and the instructor to determine appropriate support strategies. There is no requirement for a student to self-identify his/her disability; however, students requesting classroom accommodations must register with the Dean of Students Office. Appropriate documentation regarding the student's disability is necessary to obtain any reasonable accommodation or support service.

Counseling Resources

Students experiencing crisis or personal problems that interfere with their general well-being are encouraged to utilize the university’s counseling resources. Both the Counseling Center and Student Mental Health provide confidential counseling services at no cost for currently enrolled students. The Counseling Center is located at 301 Peabody Hall (next to Criser Hall). Student Mental Health is located on the second floor of the Student Health

Services in the Infirmary. For further information on services and how to make an appointment, call the Counseling Center at 392-1575 or Student Mental Health at 392-1171. See the following web sites for additional resources: Counseling Center: www.counsel.ufl.edu and Student Mental Health: <http://www.hsc.ufl.edu/shcc/smhs.htm>

Religious Holidays

The university calendar does not include observance of any religious holidays. The Florida Board of Governors and state law govern university policy regarding observance of religious holidays. Students shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith with prior notification to the instructor. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

Inquiries may be sent to:

Glenn Acomb, FASLA, Internship Coordinator, Department of Landscape Architecture, PO Box 115704, University of Florida, Gainesville, Florida 32611-5704 Tel: (352) 294-1442 or email: acomb@ufl.edu