

**University of Florida
Department of Landscape Architecture**

Course Outline

LAA 4940 Internship with Landscape Architect 3 Credits Office Experience

Note: May be repeated with a change in content up to a maximum of 6 credits

Instructor

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General

Internship in a private/public sector office under the direction of a registered landscape architect. Experiences shall include: design, construction document production, project presentations, landscape construction observation and other related professional tasks. With prior special approval of the Faculty, a student may work with a faculty member in landscape architecture.

Course Objectives

To understand the professional practice of Landscape Architecture--learning by practical experience.

Grades

Grades for this course are S/U. Upon successful completion and documentation of the following requirements a student will receive a satisfactory grade.

Course Requirements, Critical Dates

Students are required to complete a summer internship and have the option of completing a fall internship or an approved international study-experience. All internships require the student to complete an internship course form and receive signed approval of the Internship Coordinator by April 15. If a student chooses to do a combined summer and fall internship, referred to as the "extended" internship, it requires the student to start the internship in the summer,(240 work hours minimum) then register for both LAA 4940(3cr) and LAA4941(9cr) during the fall registration. The extended internship, LAA 4941 requirement adds an additional 560 hours to the 240 work hours for LAA 4940 for a total of 800 hours. (20 - 40 hour weeks total). Students may combine different employment experiences, but must meet the total hours of internship. The student must submit and receive approval by April 15.

The student should work for or be supervised by a registered landscape architect, and the student should gain experience in landscape architecture and have their work reviewed on a weekly basis by a supervisor that can attest to the educational value of the work performed.

The **student** shall submit the items listed below no later than **August 1** (or **December 1** if internship is extended) in the course's *Canvas* "Assignments" tab.

- 1) **Letter from the supervising registered landscape architect** (or other responsible supervisor or faculty member): 1-page (minimum) summary of the student's responsibilities including an evaluation of the student's work during the period of employment and performance (strengths and weaknesses). This letter shall be on company letterhead and shall identify the beginning and ending dates the student was employed, the full name(s), title, registration #(s) and state, address and telephone & fax #'s for the registered landscape architect.
- 2) If the supervising registered landscape architect is not your employer, provide a **letter from your employer**, (in addition to the required letter from the supervising registered landscape architect, see above) on company letterhead summarizing the conditions of your employment as described above.
- 3) **1-2 page (maximum) summary of your internship**. In this letter you shall describe the types of project(s) you

worked on, the type of duties you performed within the office, the approximate duration of these projects, your role in the office or design team, and your evaluation of the office experience and this firm as a place of internship.

4) **A PowerPoint™ portfolio-style presentation** containing a minimum of 12-20 slides, that documents work products and projects during the internship period.

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.

Revised: July 2016

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.