

LAA 4940

Landscape Architecture Internship

UF Department of Landscape Architecture Spring
Summer 2025

SYLLABUS

I. General Information

CLASS MEETINGS: not applicable
LOCATION: CANVAS
CREDITS: 3 Credits

INSTRUCTOR: Aishwarya Shankar, MLA
Office Hours: Please email me to schedule an online appointment
shankaraishwarya@ufl.edu

I. COURSE DESCRIPTION

This course is intended for students to understand the professional practice of landscape architecture through an internship. This experiential learning experience in a private or public sector office under the direction of a registered landscape architect is required for graduation.

Internship experiences may include design, construction document production, project presentations, landscape construction observation and other related professional tasks. With prior approval of the Faculty, a student may work with a faculty member in landscape architecture.

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.

II. Student Learning Outcomes (SLOs)

At the end of this course, students will be expected to have achieved competency in the course learning objectives (CLOs) under the program SLO headings as follows:

CONTENT
SLO1- Knowledge: Integrate concepts from the discipline's general body of knowledge [of the profession of LA] in design decision-making
<i>SLO1.9 Know- Knowledge: Legal</i>
9 – Licensure Requirements: Explain the regulatory professional practice and licensure requirements
<i>SLO1.10 Know- Knowledge: Professional Practice</i>

10 – Professional Practice: Articulate and explain the current principles and techniques of professional practice (including project management, financial management, marketing, contracts/law), as well as identify emerging opportunities in landscape architecture.

SKILLS

SLO 2 – Apply core professional landscape architecture skills in design decision-making

SLO2.5 Skills: Collaboration

5- Interdisciplinarity: Synthesize and integrate knowledge, methods, and perspectives from other disciplines to design decision-making.

CRITICAL THINKING

SLO 3 -Ethics: Apply ethical understanding to design decision-making.

SLO 3.3 Knowledge: Professional Practice

3- Professionalism: Demonstrate ethical behaviors and professional conduct in the context of landscape architecture, including respect, honesty, empathy, integrity, and responsibility.

III. Graded Work

DESCRIPTION OF GRADED WORK

LETTER FROM THE SUPERVISING REGISTERED LANDSCAPE ARCHITECT

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.

LETTER FROM YOUR EMPLOYER

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.

1-2 PAGE SUMMARY OF YOUR INTERNSHIP

In this letter, you shall describe the types of project(s) you worked on, the types 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.

A POWERPOINT™ PORTOFOLIO-STYLE PRESENTATION

Each student shall prepare a PowerPoint presentation containing a minimum of 12-20 slides, that documents work products and projects during the internship period.

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. Note: For your internship to receive credit, you must log a minimum of 240 hours of work.

The graded work assesses the course learning objectives as follows:

Assessment	LAA 4940 - Course Learning Objectives (CLOs)			
	SLO 1		SLO 2	SLO 3
	9	10	5	3
Letter from Supervising Landscape Architect			X	X
Letter from Employer			X	X
Summary of Internship	X	X	X	X
PowerPoint Presentations	X		X	X
Weekly Log of Work	X			

IV. GRADING SCALE

For information on how UF assigns grade points, visit:

<https://catalog.ufl.edu/UGRD/academicregulations/grades-grading-policies/>

Grades for this course are **S/U**. Upon successful completion and documentation of the above requirements a student will receive a satisfactory grade. The student shall submit the item listed above no later than **June 12 for Summer A** and **Aug 1 for Summer B** in the course's Canvas "**Assignments**" tab.

The Department acknowledges that the student retains ownership of their documents; however, it is a necessity for the Department to retain the right to use the documents for professional accreditation purposes. Furthermore, other course specific work, such as service-learning opportunities may require the Department to ultimately provide work created by students to an outside organization.

Digital copies of student work for this course must be turned in at the completion of each assignment. Please follow the instructor's directions on how they will be submitted (e.g., Canvas, CD, PDF, word file, etc.). If an assignment is required to be scanned, it must be scanned; photographs of assignments are not acceptable. If a multipage PDF is requested, do NOT submit each page as a separate PDF. It must be submitted as one file

V. Course Policies

WORKLOAD

As this is an **asynchronous online course**, there is no required class attendance. The course has been constructed similarly to a regular 3-credit class, which means that **there will be assignments due each week**. Please be sure to schedule the appropriate amount of time each week to devote to this class and the various assignments.

(Remember, one credit hour represents “not less than 1 hour of classroom or direct faculty instruction and a minimum of 2 hours out of class student work each week for approximately fifteen weeks for one semester...” ([Southern Association of Colleges and Schools Commission on Colleges¹](#).)

PARTICIPATION

Students are expected to complete all assignments, discussions, and quizzes in a timely fashion. Students will be able to engage with their classmates and earn participation points through a number of avenues. First, they will complete peer reviews of their classmates’ term project assignments, as well as a review of their term project partner (both required). In addition, they may select from a number of activities such as commenting on peer’s responses for the weekly discussion boards, posting useful class resources, responding to our “Just for Fun” questions, and other activities to earn the remainder of their participation points. Lastly, class participation is monitored through Canvas.

SUBMISSION OF STUDENT WORK

All student work may be retained and used by the Department of Landscape Architecture. Digital copies of student work for this course must be turned in at the completion of each assignment. No final grades will be issued until digital submissions have been turned in as requested. *Typically, all files must be submitted as Portable Document Formats (PDFs). Please adhere to each assignment’s file submission guidelines*

NETIQUETTE

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions, and chats. A guide provided by University of Florida can be found [here⁴](#).

GETTING TECHNICAL HELP

For issues with technical difficulties for e-Learning on CANVAS, please contact the [UF Help Desk](#) at:

- On campus at HUB 132
- helpdesk@ufl.edu
- (352) 392-HELP (4357) à select option 2

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from the Help Desk when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of

³ SACS: <https://citt.ufl.edu/resources/student-engagement/ensuring-academic-rigor/>

⁴ UF Netiquette: <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>
the technical difficulty if you wish to request a make-up.

¹ SACS: <https://citt.ufl.edu/resources/student-engagement/ensuring-academic-rigor/>

VI. UF Required Policies

Class Attendance & Excused Absences:

Requirements for class attendance and excused absences are consistent with university policies. [See UF Academic Regulations and Policies for more information regarding the University Attendance Policies.](#)

Requirements for exams, reading days, and excused absences relative to exams and other assignments/assessments are consistent with university policies. [See Examination Policies and Reading Days for more information regarding University Exam Policies.](#)

Accommodations for students with Disabilities:

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. See the [“Get Started With the DRC” webpage on the Disability Resource Center site](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Technology

Canvas: In this class, Canvas, UF’s online learning management system, will be used for course activities, resources, assignments, and communication channels. All assignments will be posted through the Canvas course site unless otherwise directed.

Online Course Evaluation Process:

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online. Students can complete evaluations in three ways:

1. The email they receive from GatorEvals,
2. Their Canvas course menu under GatorEvals, or
3. The central portal at <https://my-uf.bluera.com>

Guidance on how to Provide Constructive Feedback is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

UF Honesty Policy

UF students are bound by The Honor Pledge which states “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the

University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. See the UF Conduct Code website for more information. If you have any questions or concerns, please consult with the instructor or TAs in this class.

In-Class Recording

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal education use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and deliver by an instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentation such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless, of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

Campus Resources:

• Health and Wellness

- U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center: Visit the [Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [Student Health Care Center website](#).

- University Police Department: Visit [UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the [UF Health Emergency Room and Trauma Center website](#).
- GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

Academic Resources

- E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- [Career Connections Center](#): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- [Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources. Call 866-281-6309 or email ask@ufl.libanswers.com for more information.
- [Teaching Center](#): 1317 Turlington Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.
- [Writing Studio](#): Daytime (9:30am-3:30pm): 2215 Turlington Hall, 352-846-1138 | Evening (5:00pm-7:00pm): 1545 W University Avenue (Library West, Rm. 339). Help brainstorming, formatting, and writing papers.
- Academic Complaints: Office of the Ombuds; Visit the [Complaint Portal webpage](#) for more information.
- Enrollment Management Complaints (Registrar, Financial Aid, Admissions): View the [Student Complaint Procedure webpage for more information](#).