University of Rhode Island
LAR 399 - LANDSCAPE ARCHITECTURE INTERNSHIP

Catalog Description
(1-6 CREDITS) (I, II AND SS, 1-3) Directed work experience programs at landscape architecture firms or related professional experience in the design, building and landscape construction, planning, architectural or material supply industry. Pre: LAR major, upper division status and permission of the advisor.

Program Objectives

1. A professional experience program to provide hands-on learning opportunities for students in a non-classroom setting. The program is intended to augment and broaden a student’s formal educational experience. Job placement after graduation is a major concern of students, and those individuals with practical experience have greater success when competing for jobs.

2. The integration of academic theories and methods with practical real-world experience will aid students in selecting courses during subsequent semesters and it will build confidence.

3. The program will provide students an opportunity to work with professionals and evaluate their own career goals and objectives more critically.

4. The program will be tailored to meet individual student needs, allowing each to pursue personal interests and gain direct experience in design, planning and construction. The range of programs and internship opportunities is intended to be broad.

5. The program will encourage students to establish contacts with potential post-graduation employers, alumni, and with off-campus professionals who can mentor and provide recommendations for placement.

Academic Guidelines

1. Internships are used only to give academic credit for pre-planned programs tailored to the individual student’s program needs. Academic credit will not be permitted for experience obtained prior to registration in the landscape architecture program. Credit is given for internships that will enhance the education experience of the student.

2. Each student intern must have a landscape architecture faculty member as an advisor who will oversee and administer the program.

3. The internship program is available to students who have finished their sophomore studio year and maintain a minimum 2.5 GPA. All students are encouraged to complete an internship prior to their final semester.

4. Registration in the internship program is permitted for up to 3 credits per summer internship. 12 full-time workweeks in an approved program for 35 hours per week minimum will be considered the equivalent of 3 credit hours.

5. All internship students are graded on a pass/fail basis. The faculty advisor will assign grades after: (1) an evaluation is received from the cooperating employer, (2) the student has submitted a minimum 3 - 5 page report, and (3) the student has prepared, submitted and given a PowerPoint presentation of his/her work experience to the faculty advisor and other student interns. The report and presentation are due during the fall semester in October. The actual dates will be established by the internship advisor.

6. No credit will be granted to a student working as a self-employed individual, in a related family business or in a position for which prior approval was not sought or granted. While lawn and garden maintenance opportunities may be beneficial, they are not acceptable as internships in landscape architecture.
Application Procedure

1. All students must complete the attached Internship Application form and Memorandum of Agreement.
2. Students will be responsible for contacting prospective employers who are willing to participate in the program. Faculty advisors may assist students in finding potential cooperators; however, the ultimate responsibility to arrange for the internship is the student’s.
3. Upon securing the internship, the student will complete the Memorandum of Agreement with the employer indicating his/her goals and objectives and submit it to his/her advisor for approval.
4. Please note that the Memorandum of Agreement will be signed by the student, the cooperating employer, and the faculty advisor.
5. The student’s Internship Application, along with the Memorandum of Agreement, must be filed with the faculty advisor at least fourteen (14) days prior to beginning the internship. If the paperwork is not submitted within this period of time, a student may petition his/her advisor to waive the requirement. Under no circumstance, will a student be given credit for an internship after the fact or when he/she returns to school in the fall.
6. Note: Internships are recommended for summer; however, one may be scheduled during the fall or spring semester.

Memorandum of Agreement

1. Professional experience goals and objectives should be defined and stated clearly. Forms should be completed on a computer.
2. The cooperating employer must agree to provide a student evaluation and to guide the student’s work so that the professional and academic goals may be achieved.
3. The student must agree to the work responsibilities and be supervised by the cooperating employer.
4. The employer and the student should agree to the hours to be worked, stipend/hourly wage, and other conditions of employment. The Landscape Architecture Program emphasis will be placed upon the quality of the work experience. Please be advised that in some competitive urban markets a stipend or wage may not be offered.
5. The student will be responsible for providing housing and transportation to and from the site of the internship.
6. The student will be responsible for health insurance and his/her personal liability. Workman’s compensation and other insurances will not be provided for interns through the University of Rhode Island.
7. The faculty adviser will contact the employer to make certain that these conditions are being satisfied.

Internship Presentation Report & Evaluation

1. A digital presentation to faculty and peers, along with a concise 3-5 page type-written report is required of all internship students. Both the presentation and report should summarize learning outcomes and work tasks, responsibilities and experiences. The student should evaluate his/her personal benefit from the experience and compare those with the objectives listed in the Memorandum of Agreement. Also note whether the internship would be recommended to others.
2. The cooperating employer must provide the student’s faculty advisor with a written evaluation of the student’s performance, and should sign and date this evaluation. This report entitled Cooperating Employer Evaluation (see attached sheet) will be submitted to the faculty advisor upon the completion of the internship. It is the student’s responsibility to make sure the report is transmitted back to one’s adviser.
3. All of the above requirements must be met to receive internship credit.
4. Note: Internship Presentation, Report and Cooperating Employer Evaluation will be retained by the Landscape Architecture Department.

For More Information

Contact: the University of Rhode Island
Department of Landscape Architecture
Rodman Hall
94 West Alumni Ave.
Kingston, RI 02881

Phone: 401-874-4549
Fax: 401-874-4931
Email: aces@uri.edu

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An internship opportunity for LANDSCAPE ARCHITECTURE students to integrate their academic studies with the professional workplace.

APPLICATION FORM
University of Rhode Island
LAR 399 - Landscape Architecture Internship

Type or print legibly:

1. Name __________________________  Email: __________________________

2. Student ID Number _________________________________________________

3. Expected Graduation Date __________________________________________

4. Number of Credits Completed to Date _________________________________

5. Cumulative G.P.A. _________________________________________________

6. Semester and Year of Internship ______________________________________

7. Expected Internship Credits (3cr. max.) _______________________________

8. Internship Cooperator/Firm __________________________________________
   Address  ___________________________________________________________________________
   City_________________________  State_______  Zip_________
Complete this form and the Memorandum of Agreement and submit them at least 14 days prior to the beginning of the internship. Please mail, email or fax forms to the UNIVERSITY OF RHODE ISLAND Landscape Architecture Department, Rodman Hall, 94 West Alumni Avenue, Kingston, RI 02881 (email: aes@uri.edu).
MEMORANDUM OF AGREEMENT
LAR 399 INTERNSHIP

**Type or print legibly:**

I, ________________________________ enter into this informal contract between myself, my employer, ________________________________ and the University of Rhode Landscape Architecture Internship program.

I will pursue the following objectives during my internship employment:

1. ______________________________________________________________________

2. ______________________________________________________________________

3. ______________________________________________________________________

4. ______________________________________________________________________

5. ______________________________________________________________________

The undersigned employer agrees to provide the opportunity for the above noted student to accomplish the above goals and objectives to the best of their ability.

Employer’s Signature ___________________________ Date ________

Employer’s Title __________________________________________

Student’s Signature ________________________________ Date ________

**Accepted:**

Advisor’s Signature ________________________________ Date ________
COOPERATING EMPLOYER EVALUATION
LAR 399 INTERNSHIP

Note to Student: This report is to be completed and signed by the cooperating employer.

Note to Employer: Please take a moment to answer the following questions regarding the internship performance of the URI Landscape Architecture Student Intern named below.

Student Intern Name ____________________________________________________________

Faculty Advisor (name to be provided by student) ______________________________________

Internship Cooperator/Firm __________________________________________________________

Supervisor Name ________________________________________________________________

Address ____________________________

Address ____________________________

Telephone ____________________________

Email ____________________________

Indicate the number of weeks during which the student worked 35 hours or more during the internship (note: June – August = 12 weeks) ____________________________

Indicate an average number of hours per week for which the student was employed by your company during this internship. ____________________________

Please comment on the student’s performance, skills learned, student’s strengths and weaknesses, and their value to your office or business. Continue onto additional pages if more space is needed. Thank you for your assistance and for hiring our student.

Supervisor Signature ____________________________ Date ____________________________