Ball State University
Department of Landscape Architecture
LA 369/ 669 Landscape Architecture Internship
Spring / Summer / Fall 2006
0 /1 credit (CR/NC)

Syllabus

Course Description:

369 Landscape Architecture Internship. (0-1)
A minimum of ten weeks of supervised, employment under the direction of a graduate landscape architect or allied design professional. Departmental approval required in advance of qualified employment. Requires employer and self-evaluation reports. Offered for credit/no-credit only.
Requires two registrations: one zero-hour registration during semester of field experience, and one one-hour registration the following fall semester.
Prerequisite: LA 302, 311, 312.
A total of 1 hour of credit may be earned.

669 Landscape Architecture Internship. (0)
Minimum of one semester of supervised, paid employment under the direction of a landscape architect or allied-design professional. Departmental approval required before qualified employment. Requires employer and self-evaluation reports. Offered on a credit/no credit basis only. Not open to students who have credit in LA 668.

Objectives:

- To give the student an opportunity to see how classroom concepts and skills are professionally practiced.
- To expose students to aspects of landscape architecture, planning, and design that are best experienced in practice.

Employment Requirements and Internship Initiation Summary:

1. Minimum of 10 weeks (summer semester) full time work. For summer interns, this allows securing a position as late as June 1st, and working until fall classes begin. Note that internships may begin as early as January, if 4th year schedules can be arranged, providing a 7-8 month opportunity.
2. Must be under the supervision of a graduate Landscape Architect or other design professional. Registered Architects, Engineers, Certified Planners also qualify.
3. Submit 2 copies of Internship Program Application to Internship Coordinator, prior to starting internship. (Available in LA Office and on BSU website)
4. Undergraduates - Enroll in LA 369 for **0 credit** before the internship (Spring / Summer), and then enroll in LA 369 for **1 credit** the fall semester following the internship.
5. Graduates - Enroll in LA 669 for **0 credit** for fall before the internship.

Notes

- *It is preferable that the internship be supervised by a licensed or registered design professional (LA, Architect, Planner, Engineer). However, the qualification as a graduate design professional is also acceptable.*
- *For Design-Build settings, there must be another landscape architect on the staff (if not registered, then someone with an LA degree). Internship work must have a design/office component, preferably at least 50% of the time. Credit not given for "build" work only.*
- *For Arboretum/Botanical Garden settings, must be supervised by an LA or professional horticulturalist. An office component is desirable, but if the internship involves outdoor training, etc., there should be no problem.*
- *With unusual internship opportunities, it's required to talk with the Intern Coordinator ahead of time.*
- *If you are having trouble locating an internship, contact the Intern Coordinator. For 4th-year*

students and Grads: even if an internship has not been secured for the summer, advance enroll in LA 369. If an internship is not secured, an incomplete will be given in the fall, allowing an additional year to satisfy the requirements. If you fall in this category, talk to the Internship Coordinator.

- *Intended primarily to give students office experience, the program is flexible enough to allow a balance of both in the field, and in the office situations, if appropriate. In the cases of internship with Botanical Gardens and Arboreta, field internships in landscape management under the direct supervision and training of a horticulturalist are valuable, and acceptable internship opportunities. Positions involving only site construction or maintenance, while valuable in their own right, are not permitted for internship credit.*

Requirements:

1. Submit at least **5 bi-weekly reports** during internship (form will be sent to internship location, by intern coordinator).
2. **Paper** – A 2 page, single-spaced, paper describing your experience, specifically discussing office structure, clients, responsibilities, and accomplishments, is due the first Monday of October.
3. An 8 1/2" x 11" graphic **brochure** describing you place of employment with appropriate contact information is due the first Monday of October.
4. **Mentoring** – Work with at least one student and assist them in focusing their search and acting as resource. Identify student, contact them and meet with Internship coordinator. Work with them to create a one-page plan by the first Monday of December.
5. **Panel display** – A panel will be assigned for you to create an interesting display describing your internship and place of employment. This will be up for 2 weeks beginning the second Monday of November. It is the responsibility of the student to display and remove in a timely manner.