

## DESCRIPTION OF LARCH 476/601 Internship

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### **The Internship Program**

LARC 476/601 Internship – Exposure to the profession by work experiences at various levels of professional endeavor is open to Landscape Architecture students, graduate and undergraduate. Internship requires 1-6 credits: 1 credit = 3 hours a week for 10 weeks or the equivalent amount of hours per quarter. Generally, students choose to work twenty hours per week for ten weeks, for the six-credits option. However, this is a variable credit course and some students have split their time between a private office and a governmental agency, working ten hours per week for three credits in each place, for a total of six credits. The hours may be completed in fewer or more than ten weeks (i.e. five weeks @ forty hours/week) depending on the office/student's needs. Students may register for 1-6 variable credits per quarter with a total limit of nine credits for the program. However, with permission from undergraduate or graduate program coordinators, L ARCH 499 or L ARCH 600 credits for Internships, can be used, if maximum credits for L ARCH 476/601 have been exceeded.

Each student participating in an Internship prepares a personal resume and a simple portfolio for submission to the host office, and maintains a complete work log during his/her time working at that office. Students who earn academic credit for Internship typically do not also receive pay. Offices participating in the UW Internship Program have agreed to provide mentorship (opposed to financial compensation) in the professional practice setting, as an educational experience. In certain circumstances, however, a student may receive both academic credit and pay if a prior negotiation or agreement has been made with the host office. Pay is optional, must be arranged by the student and agreed to by the host office, and is more likely if the student is highly skilled.

***NOTE: Internship credits may not be used to replace a studio requirement.***

International Students must be very careful to follow the procedures for applying for Curricular Practical Training (CPT), when doing an internship. Please see:

<https://iss.washington.edu/employment/f1-employment/cpt/>

International students must be enrolled in at least (1) credit of L ARCH 601 or L ARCH 476, the quarter they are doing an internship. The only exception to this is Summer Quarter. If you do an internship over the Summer, you must enroll in at least (1) credit of L ARCH 601/600 or L ARCH 476/499 Autumn Quarter, after the Internship. You must have an internship offer before applying for CPT. You must put the dates of your internship, on the CPT application, during the weeks of the quarter you are registered (exception is Summer Quarter). You do not want to jeopardize your visa by not doing your CPT/Internship correctly. Be sure and give your adviser the name of your supervisor, name and street address of your employer. List your adviser on the online CPT application and the form will go to your adviser to finish fill out. The adviser must have the information about your employer, in order to complete the CPT and to write the letter to your employer.

International Students are eligible to apply for work in the USA, for the year after they graduate, through the Optional Practical Training (OPT) Program. This can take up to three months to process, so be sure and apply, by the beginning of Spring Quarter, of the year you graduate. You do not need to have a job offer yet, to apply for OPT. Be sure and follow the procedures on the OPT website:

<https://iss.washington.edu/employment/f1-employment/opt/>

### **Procedures for Instituting an Internship**

Students interested in doing an internship make an appointment with the adviser to discuss what they want to do and when they are going to enroll. Following that, students will contact various offices and

try to arrange for the most appropriate office/agency to host them. The Department will keep a list of firms interested in hosting internships, send out email announcements and post an Internship Chart on the Department website, but students are not limited to this list. There is also a Seattle Firms/Agency Chart on the Department website. Students are expected to set up an appointment with an office to show their portfolio and resume and participate in an interview. The appointment is not a commitment for that office to host a student, but a chance for them to meet and evaluate the student's skills. If that meeting is successful (most are), a time schedule will be worked out with the office. The Internship can then begin and be completed according to the agreed upon schedule.

When the Internship is completed, the host office will write a letter to the Chair, stating what kind of opportunities you were able to work on, during your internship. The Chair will then give you cr/nc grade for the internship.

Steps students should take to initiate and complete an Internship:

1. Set up an appointment with your adviser to discuss your intentions.
2. Contact offices to learn of opportunities and set up interview appointments.
3. Meet with the office to show your portfolio and make arrangements for the Internship. Take this information document with you to provide information to the office and get their official approval.
4. Submit required information to your adviser to register for credit. The adviser will need the name and street address of the firm/agency you will be working for and the name of your supervisor. Your adviser will send the firm/agency a letter, thanking them for hosting you, and request they write a letter at the end of the quarter, to the Chair of the Dept., stating what kind of projects you had the opportunity to work on. You will register for L ARCH 476 or 601, using an add code.
5. Keep ongoing records of your work (see form), and submit to your advisor at the end of the term.
6. Request an evaluation letter of your performance, to be submitted to the LA Department Chair.
7. The Chair will give you a cr/nc grade for the quarter.

Department of Landscape Architecture  
College of Built Environments  
University of Washington

## **STUDENT INTERNSHIP**

The Department of Landscape Architecture at the University of Washington encourages BLA and MLA students to gain experience in practice while earning their degree to better prepare students for future professional work. The Department works with local firms and agencies to arrange mutually beneficial opportunities for hosting students.

Typically, students are in the last year of the degree program and have successfully completed a breadth of courses including design studios, plants, CAD and other computer software, and professional practice and have produced a set of construction documents for a small project. Students work with the Department to contact firms or agencies to arrange interviews and determine interest in hosting a student. Students may earn academic credit from the Department and/or financial compensation from the firm/agency, criteria for determining the type of compensation is described below.

### **Skills you could expect a student to possess (practicum or internship):**

- Understanding of design and design process
- Basic understanding and experience with CAD, GIS and Adobe software
- Basic understanding of construction documentation set and process (have completed Large Scale Construction studio)
- Basic understanding of plants and natural systems
- Basic understanding of grading and drainage
- Experience building models
- Experience producing illustrative plans, sections and vignettes
- Experience documenting site through drawing, photography and video
- Experience assembling presentations (powerpoint and boards)

Examples of student work can be found on the department website: [www.larch.be.washington.edu](http://www.larch.be.washington.edu) or click **here**

If your firm is interested in hosting an internship, please contact the Chair, Ken Yocom, [kyocom@uw.edu](mailto:kyocom@uw.edu) or 206-221-0296.

## Student Internship

### Internship

students earn academic credit

<b>Purpose:</b>	Provide <i>exposure to professional practice</i> for students completing a professional degree in landscape architecture.
<b>Student Compensation:</b>	Academic credits: 1 credit (3 hrs/wk for 10 weeks) to 6 credits (20 hrs/wk for 10 weeks); Monetary payment in addition to academic credit is at the discretion of the firm/agency
<b>When:</b>	Typically in the Fall quarter (October – December for 10 weeks) Students may also arrange with a firm/agency to fulfill internship requirements during the summer or other quarters with approval from their academic advisor.
<b>Time Commitment:</b>	Variable: min. 3 hrs/week to max. 20 hrs/week for 10 weeks to meet Dept. requirements for academic credit. Additional hours (not for credit) are at the discretion of and in agreement between the firm/agency and student. Student may also propose alternative schedules equivalent to above requirements, such as 40 hrs/week for 5 weeks.
<b>Firm/Agency Cost:</b>	Varies.

#### Student Responsibilities:

- Identify and arrange the practicum
- Interview and submit resume and portfolio
- International Students need to file an online Curricular Practical Training (CPT) Form
- Arrive on time, prepared to work
- Conduct themselves in a professional manner
- Maintain a weekly work log

#### Firm / Agency Responsibilities:

- Identify contact person for Department
- Document student's work by writing Department Chair a letter at end of internship, saying what kind of projects student had the opportunity to work on
- Provide varied exposure to the field of landscape architecture and related projects

#### Expected types of experience:

- Attend Client Meetings
- Attend Design team meetings
- Attend site visits (preference for projects under construction)
- Aid in preparing marketing materials
- Aid in preparing client/public presentations
- Participate in in-house design sessions
- Aid on concept design / schematic design documents
- Aid in assembling construction documents
- Construct models
- Conduct product research

#### How it Happens:

- If your firm/agency is interested in hosting an Internship, please contact the Landscape Dept.
- If a student is interested in an Internship at your firm/agency, the student will define the internship and work logistics (such as number of credits, which academic quarter, etc) with his/her faculty advisor and then will contact your firm/agency to arrange an interview. Students are expected to prepare a resume and portfolio for the interview, as well as to give thought to the type of experience they are most interested in (such as type of project, design studies, CAD work, marketing, etc).
- The interview allows your firm/agency an opportunity to meet the student and assess their skills and fit for your firm/agency.
- Following the interview, if a firm/agency is interested in pursuing the internship, the firm/agency will coordinate with the student to determine a weekly schedule for working in the office for a 10 week period (number of hours per week will be determined by the number of credits the student is enrolled for). Students may work additional hours above and beyond the amount required for the academic credits, however, they will not receive additional credits for that time.
- At the end of the 10 week period, the firm/agency will write a letter to the Department Chair, stating what kind of projects the student had the opportunity to work on.

## Student Internship

### *Internship:*

### *Unpaid*

<b>Purpose:</b>	Mentoring opportunity in professional office
<b>Student Compensation:</b>	No academic credit or monetary compensation
<b>When:</b>	Varies at discretion of firm/agency; examples may be weekly commitment during academic year or temporary summer internship
<b>Time Commitment:</b>	Varies, if during academic year max. 20 hours/week is recommended
<b>Firm/Agency Cost:</b>	Not applicable

#### **Student Responsibilities:**

- Arrange the internship, interview and submit portfolio and resume
- International Students need to file an online Curricular Practical Training (CPT) Form
- Arrive on time, prepared to work
- Conduct themselves in a professional manner
- Identify learning opportunities
- Respectfully respond to mentoring activities
- At discretion of firm/agency in conjunction with student

#### **Firm / Agency Responsibilities:**

- At discretion of firm/agency in conjunction with student provide varied exposure to the field of landscape architecture and projects including
- Provide regular mentoring meetings
- Respond to student requests for advice, inquiries about profession and related requests.

#### **Expected types of experience:**

- One-on-one time with Project Managers / Principals
- Attend Client Meetings
- Attend Design team meetings
- Attend site visits (preference for projects under construction)
- Participate in in-house design sessions
- Aid on concept design / schematic design documents
- Aid in assembling construction documents
- Aid in preparing client/public presentations
- Aid in preparing marketing materials
- Construct models
- Conduct product research

#### **How it Happens:**

- Firm/agency may contact Department for student recommendations/submissions. Student may contact firm/agency directly.

## Student Internship

### ***internship: paid***

students earn monetary compensation

**Purpose:** Provide ***employment opportunity*** in a professional landscape architecture office for any student pursuing a degree in landscape architecture

**Student Compensation:** Paid salary  
Can receive academic credit

**When:** Varies at discretion of firm/agency; can be weekly commitment during academic year or temporary summer internship

**Time Commitment:** Varies, if during academic year max. 20 hours/week is recommended

**Firm/Agency Cost:** Varies, compensation should be commensurate to skills and work

#### **Student Responsibilities:**

- Apply for position per firm/agency's requirements
- International Students need to file an online Curricular Practical Training (CPT) Form
- Arrive on time, prepared to work
- At discretion of firm/agency in conjunction with student

#### **Firm / Agency Responsibilities:**

- At discretion of firm/agency

#### **Expected types of experience:**

- At discretion of firm/agency in conjunction with student

#### **How it Happens:**

- Firm/agency may contact Department for student recommendations/submissions. Student may contact firm/agency directly.

**Department of Landscape Architecture**  
**College of Built Environments**  
**University of Washington**

**INTERNSHIP CHECKLIST OF POSSIBLE EDUCATIONAL EXPERIENCES FOR OFFICE  
ACTIVITIES**

Coding Documents, Program and Master Plan Documents  
Project Site Visits  
Mapping  
Assist Plant Layout  
Plant Selection  
Planting Design  
Permit Intake and Project Review  
Concept Design  
Master Planning Process  
Detail Drawings  
Assist in CD Detail Production  
Calculate Project Probable Cost For Construction (Cost Estimating)  
Product Research  
Custom Design or Refinement  
Base Maps  
Master Plant List  
Grading Plan  
Site Photography  
Write Client and Vendor Transmittals  
Perspective Sketches - hand drawn, digital  
Presentations (PowerPoint, Boards)  
Communications – Clients, Contractors, Vendors, Staff, Communities, Architects,  
Engineers  
Project Design  
Illustrative Drawing - hand, digital  
CADD Drafting  
Rhino  
Website Design  
Illustrative Video  
Filming of Site  
Model Building  
Marketing

**LARC 476/601 – Internship  
RECORD OF STUDENT'S WORK**

AT \_\_\_\_\_  
(Name of Firm)

Student's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Instructions: Please indicate the dates, tasks you were involved with, and approximate time spent on the project(s). Add lines or submit additional sheets as needed. This form and a letter from your Supervisor, sent to the Department Chair, is to be returned to the UW Department of Landscape Architecture before current quarter's end.

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WEEK 2 \_\_\_\_\_  
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WEEK 3 \_\_\_\_\_  
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WEEK 5

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WEEK 6

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