

BLA | MLA INTERNSHIPS FOR ACADEMIC CREDIT

INTERNSHIPS

Internships provide invaluable opportunities for students to acquire professional experiences while in school. Internship positions are available through local and non-local firms, public agencies, and non-profit organizations. Academic credit may be earned for both paid and unpaid internships. While students are encouraged to consider an internship, the Department does not require or guarantee internships. Students interested in a professional internship are responsible for soliciting and securing their internship. Announcements for internship positions are posted on the Department's LinkedIn page - <https://www.linkedin.com/groups/2498465/>. Students are also encouraged to check firm and agency websites for listed opportunities, especially firms and agencies where alumni are working.

PROCESS

1. **Meet with your Program Adviser** to discuss options at least 1-2 quarters before you plan to start the internship. Review this full packet including the "UW Student Internship – Information for Firms" handout. International students should also review Curricular Practical Training (CPT) information on the International Student Services website (www.iss.washington.edu).
2. **Identify potential internships** by checking the Department LinkedIn page and firm/agency websites.
3. **Apply for internship.** Begin by contacting the firm/agency and submit requested materials (typically resume and work samples/portfolio).
4. **Interview with firm/agency.** Provide "UW Student Internship – Information for Firms" handout to firm/agency. The handout describes the parameters for internships for academic credit.
5. **Receive offer** of internship from firm/agency.
6. **Submit the LARCH 476 / LARCH 601 Request Form** to the Advising Assistant (Jennie Li, jencyli@uw.edu). The Advising Assistant and Chair will contact the firm/agency to confirm the internship, the number of hours you will work, and the dates of your internship.
7. **Apply for CPT** (for international students only). The Program Administrator will serve as the "Department Adviser" for the form: Vanessa Lee, VnL2@uw.edu
8. **Register for LARCH 476 / LARCH 601.** Once the Request Form is approved, contact the Advising Assistant (Jennie Li) for an entry code and to register for the approved number of credits.
9. **Submit required assignment** by last day of classes of quarter. To receive academic credit for your internship, you must submit a reflection paper at the end of your internship. Submit your assignment on Canvas. Once all work is submitted and reviewed by the Chair, a CR/NC grade will be assigned.

CALCULATING NUMBER OF CREDITS

LARCH 476 | LARCH 601 can be taken for 1 – 6 credits depending on the number of hours the student interns. Credits are calculated at the rate of

$$1 \text{ credit} = 30 \text{ hours of internship} \quad (3 \text{ hours/week for 10 week internship})$$

GENERAL GUIDELINES AND RESTRICTIONS

- Academic credit can be earned for paid or unpaid internships.
- Students may apply a maximum of 9 credits of LARCH 476 | LARCH 601 to fulfill degree credit requirements.
- Internship must be during an academic quarter; internship cannot be during academic breaks (ie, spring break).
- Internship can be during any academic quarter including summer quarter. If interning during summer quarter, student can opt to register for the credits in autumn quarter. However, student must submit the LARCH 476 | LARCH 601 Credit Request form by end of spring quarter.
- Student may earn a maximum of 6 credits in one quarter even if they work more than 18 hours/week for the quarter (or more than 180 hours total).
- Student should coordinate with the firm/agency to determine their weekly schedule and length of internship.

- Internships may be for less than 10 weeks depending on the agreement made with the firm/agency. During summer quarter, students often work 40 hours/week and would therefore need to work for 5 weeks to earn 6 credits.
- The dates of the internship may cross into a second quarter, as firms do not always follow academic schedules. Student should register for LARCH 476 | LARCH 601 both quarters they intern. Credits per quarter should be calculated based on the total hours interned during that quarter.
- Student is encouraged to not exceed 20 hours/week during the regular academic year.
- Student can do more than 1 internship, however, only 9 total credits may be used fulfill degree credit requirements.
- Student must submit a separate Credit Request form for each internship. International students need a separate CPT for each internship.
- LARCH 476 and LARCH 601 credits may only be applied as Open Elective credits. Internship credits may not be used to replace a studio requirement.
- Students will receive a grade of Credit / No Credit.

INTERNATIONAL STUDENTS

International students must follow all procedures and requirements for Curricular Practical Training (CPT) when doing an internship. CPT requirements are conditions of your visa; failing to follow CPT procedures and requirements can put your visa in jeopardy. Students must first have an offer of internship before applying for CPT. CPT internships may be paid or unpaid. CPT can be used for any quarter of the regular academic year or summer quarter. CPT cannot be used for work during academic breaks. Students should allow 3 weeks for processing a CPT application. Students must begin work and end work on the dates listed in their CPT authorization. Students may not begin their internship until they receive CPT authorization. Students should review all eligibility information and requirements for CPT on UW's International Student Services website before applying - <https://iss.washington.edu/employment/f1-employment/cpt/>

REQUIRED ASSIGNMENT: REFLECTION PAPER

At the end of the quarter, students are required to submit a reflection paper (2-3 pages) to the Department Chair responding to the following questions.:

- What aspect(s) of the internship do you believe contributed the most to your learning this quarter? Describe how it impacted your learning.
- What aspect(s) of the internship do you believe will contribute the most to your professional endeavors? Describe how you imagine it impacting your future professional work.
- What aspect(s) of the internship were most inspiring to you? Why and in what way did you find them so?
- What aspect(s) of the internship were most challenging for you? Why and in what way did you find them challenging? What strategies did you employ to meet those challenges? What could you do in future situations to make similar experiences less challenging?
- What aspect(s) of the internship did you find most unexpected or surprising? Why and in what way?
- Given the knowledge that you have now, what would you do differently in selecting a place of employment, preparing for the interview, and working with the organization?
- Why or why not would you seek out this organization (or an organization like it) for employment in the future?
- Based on your internship experience, what is your professional plan/goals for the next 5 years?

LARCH 476 (BLA) + LARCH 601 (MLA) REQUEST FORM

INTERNSHIPS FOR ACADEMIC CREDIT

This form is for students requesting academic credit for a professional internship. A separate form is required for each internship.

Submit form to the Advising Assistant AFTER you have an internship offer from a firm/agency but BEFORE the internship begins.

[This section to be completed by student.]

STUDENT INFORMATION

STUDENT NAME: _____ UW EMAIL: _____
 DEGREE (BLA; MLA; MLA/MARCH; MLA/MUP): _____ PHONE #: _____
 YEAR STARTED: _____ EXPECTED GRAD. QTR/YR: _____ CURRENT QTR/YR: _____

INTERNSHIP INFORMATION

ORG NAME: _____
 ORG STREET ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 SUPERVISOR NAME: _____ TITLE: _____
 EMAIL: _____ PHONE #: _____
 DATES OF INTERNSHIP - START DATE: _____ END DATE: _____
 TOTAL HOURS PER WEEK: _____ TOTAL # OF WEEKS: _____

Note: Students may request up to 6 credits in one quarter and 9 credits total. Credits are calculated based on the total number of hours interned. 1 credit = 30 hours of internship (ie, 3 hours/week for 10 weeks). If internship is longer than one quarter, indicate how credits should be split. Credits should be calculated based on the total hours interned during that quarter.

QTR/YR REQUESTING CREDITS: _____ # OF CREDITS: _____
 QTR/YR REQUESTING CREDITS: _____ # OF CREDITS: _____

ARE YOU DOING MORE THAN ONE INTERNSHIP IN THE SAME QUARTER? YES NO
 HAVE YOU SUBMITTED A CREDIT REQUEST FORM FOR EACH INTERNSHIP? YES NO

Comments:

Student signature: _____ Date: _____

The Department Chair reviews all requests for LARCH 476 and LARCH 601 credits and approves all credits earned.

DEPARTMENT CHAIR APPROVE NOT APPROVE
 Comments:

Chair Signature: _____ Date: _____

UW LANDSCAPE ARCHITECTURE STUDENT INTERNSHIP INFORMATION FOR ORGANIZATIONS

WHAT WE ASK

The Department of Landscape Architecture at the University of Washington encourages undergraduate and graduate students to gain experience in professional practice through internships while earning their degree. As your organization considers hosting an internship, we hope that you remember that an internship is first and foremost an educational experience intended primarily to benefit the student. You can certainly expect our students to be contributing and productive members of your team, but we ask that the activities and projects assigned to our students serve to challenge their knowledge and skills. We define the internship as a contribution made by you and your organization to the profession of landscape architecture through the continued education of your future colleagues.

Typically, students pursuing internship opportunities are in the advanced stages of their program and have successfully completed a wide breadth of courses including design studios, technical skills, and theory seminars. Students will pursue internships in a manner similar to pursuing employment opportunities including preparation of a resume and work samples/portfolio and interviewing with your organization.

Purpose:	Provide <i>exposure to professional practice</i> for students completing a professional degree (BLA or MLA) in landscape architecture.
Dates:	Student internships typically last for 10 weeks or 1 academic quarter, however internships can be more or less than 10 weeks as we understand project schedules do not always align with the academic calendar. UW's academic calendar (in general): Autumn Quarter: late September to early December Winter Quarter: early January to mid-March Spring Quarter: late March to mid-June Summer Quarter: late June to late August
Time Commitment:	The time schedule and commitment are at the discretion of the organization but should be negotiated with the student prior to the internship beginning. Students should work for a consistent number of hours each week for the length of the internship. We recommend students do not work more than 20 hr/wk during the academic year.
Financial Compensation:	Monetary payment is at the discretion of the organization. UW//LA does not require that internships are paid. However, most internships are paid. Presently, offers range between \$20 – 30/hr
Academic Credit:	Student earns academic credits based on the number of hours they intern. Students may earn up to 6 credits in one academic quarter and up to 9 credits total. Credits are calculated at the rate of 1 credit = 30 work hours (ie, 1 credit would be earned for working 3 hrs/wk for 10 weeks (or 1 quarter) or 6 hrs/wk for 5 weeks; etc)

SKILLS YOU COULD EXPECT A STUDENT TO POSSESS:

- Understanding of design and design process
- Basic understanding and experience with CAD, GIS and Adobe software
- Basic understanding of assembling and producing construction documentation set
- Basic understanding of plants and natural systems Basic understanding of grading and drainage
- Experience building models (by hand and digitally)
- Experience producing illustrative plans, sections, diagrams, 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](#) or in [EXTENTS](#), an annual student-led publication

RECOMMENDED TYPES OF EXPERIENCE TO PROVIDE:

- 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

STUDENT RESPONSIBILITIES:

- Identify and arrange the internship
- 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

ORGANIZATION RESPONSIBILITIES:

- Identify contact person for Department
- Document student’s work by writing Department Chair a letter at end of internship, describing type of projects student had the opportunity to work on and general tasks/responsibilities
- Provide written performance evaluation for student indicating strengths and areas for improvement
- Provide varied exposure to the field of landscape architecture and related projects

HOW IT HAPPENS:

- If your organization is interested in hosting an Internship, please contact the Department Chair with a description of the opportunity including appropriate contact information and they will ensure it is advertised to the students.
- If a student is interested in an Internship at your organization, the student will contact your organization to inquire about opportunities and arrange an interview. Students are expected to prepare a resume and portfolio for the interview, as well as give thought to the types of experience they are most interested in (such as type of project, design studies, assembling construction documents, marketing, etc).
- The interview allows your organization an opportunity to meet the student and assess their skills and fit with your organization. The Department does not prescreen students for Internships.
- Following the interview, if your organization is interested in pursuing the internship, you will coordinate with the student directly to determine a weekly schedule and length of internship.
- At the end of the internship, the organization is responsible to write a letter to the Department Chair, generally assessing their performance and documenting the type of projects/tasks the student worked on.
- We also ask organizations to provide a performance evaluation directly to the student.

IF YOUR ORGANIZATION IS INTERESTED IN HOSTING AN INTERNSHIP, PLEASE CONTACT THE CHAIR, KEN YOCOM, KYOCOM@UW.EDU OR 206-221-0296.