



LARC*4620 Landscape Architecture Internship - Registration Form

- The Internor (employer) must sign the **Internship Registration form**.
- The Internship Advisor or BLA Program Coordinator must approve and sign the **LA Internship Registration form** and the **UofG [Course Waiver Request form](#)**.
- Once approved, the Course Waiver Request form is submitted to **Enrolment Services at es@uoguelph.ca** for processing within the add period, and the Internship Registration form is filed with the Internship Advisor.

Internee (student)

Student Name:

Semester and Year of Internship Placement:

I hereby petition the Landscape Architecture program at the University of Guelph to be allowed to undertake the internship course for academic credit.

Under the Supervision of (Internor's Name):

Internor's Email:

Office / Firm Name and Mailing Address:

Internor (employer)

Internor Name:

I hereby certify that I am prepared to supervise the student internship of in accordance with the attached regulations for internship issued by the University of Guelph and the Landscape Architecture program within the School of Environmental Design and Rural Development.

Internor's Signature:

Date:

Landscape Architecture Program Approval

Internship Advisor Signature:

Date:

Undergraduate Calendar Course Description

LARC*4620 Landscape Architecture Internship (S,F,W)

Students will engage in a paid experiential learning opportunity working in a professional office. Students are mentored in aspects of landscape architecture practice by a registered Landscape Architect and the program coordinator. Students are required to submit weekly reports and two reflective work experience papers.

Prerequisite(s): LARC*3060, LARC*3440, LARC*4610

Restriction(s): A minimum cumulative program average of 75% is required. Instructor consent required.

Goal

To provide an office learning opportunity for academic credit under professional supervision (OALA member or equivalent) and University of Guelph guidance and criteria.

Objectives

- To broaden the student's understanding of office practice through direct involvement in actual practice under Internship supervision.
- To provide an opportunity for the student to practice acquired skills in a professional setting under supervision.
- To introduce the student to the full range of professional practice issues and work areas.

Regulations and Requirements

All students electing to undertake the Internship Semester for credit shall have satisfactorily completed all courses to the end of semester five of the BLA program, as outlined in the Schedule of Studies in the University of Guelph Calendar for your entering year, with a minimum cumulative average of 75%. Adequate performance in the BLA degree with proficient skills and knowledge is necessary to be a viable candidate for the LARC*4620 credit. Student registration approval is at the discretion of the Internship Advisor or the BLA Undergraduate Coordinator. The LA Internship credit is normally conducted in the Winter semester.

Internship Approval

Each student who is approved and who elects to undertake the Internship will file an Internship Registration Form with the LA Internship Advisor two weeks before the internship semester. These forms are available on the Courselink site or from the Landscape Architecture office and are to be signed by the student Internee, the Internor and the Internship Advisor/BLA Coordinator.

Time Commitment

One full academic credit (1.00) for Internship requires a minimum of 260 hours of involvement. This is based on 20 hours per week for the normal 13-week academic semester. For optimization of the educational experience, the 260-hour minimum must be achieved over a continuous calendar time of not less than 10 weeks or more than sixteen continuous weeks.

Internor Qualifications

The Internor (individual directly supervising the Internee) shall be a full member in good standing of a provincial or state association of landscape architects or a licensed landscape architect.

Compensation

The Internor agrees to pay the internee at least the minimum hourly wage for the legal jurisdiction in which the Internship occurs and for the minimum 260 hours required in the Internship agreement.

Internor's Responsibility

The Internor agrees to supervise an educational Internship for the student, ensuring that the Internee will be involved in the various aspects of practice as outlined in the statement of "Areas of Intern Involvement." The internee is not expected to experience all areas listed but every effort should be made to expose the student to a broad range of tasks and learning opportunities.

As well, the Internor agrees to:

1. Complete and sign the Weekly Report form of the Internee's performance by checking off the areas of involvement for each week.
2. Provide the Internship Coordinator of the Landscape Architecture program with a mid-term written assessment in the form of a letter of the student's progress. This assessment is to be submitted after the fifth week but before the end of the seventh week.
3. Provide a final written assessment of the student's performance and progress on completion of the Internship in the form of a letter, on or before the last day of classes of the semester registered.

Internee's Responsibility

The Internee agrees to fulfil the conditions of the Internship in a professional manner, and agrees to:

1. Complete, sign and submit the weekly report of activities on the Weekly Report form.
2. Submit a mid-term written assessment of the internship experience on the completion of the fifth week but not later than the seventh week. Your mid-term assessment should be a minimum of three pages and describe what you have done and experienced in the work/office setting and reflect on how that has contributed to your view of the profession and your role in it.
3. Submit a final written assessment of the Internship as per above and an evaluation of the Internor's assistance in the learning experience. Your final assessment should be a minimum of five pages and submitted in the last week of internship.

Termination

Either party to this agreement may terminate the Internship upon two weeks' notice to the Landscape Architecture program. In such a case, the final resolution of grade for the Internship will be determined by the Internship Advisor or BLA Coordinator after consideration of materials submitted by both parties.

Submission Deadline

In order for the student internee to receive a final grade for the semester, **all paperwork must be received to the Internship Advisor by the last day of regular classes in the semester registered.**

Method of Evaluation

Please refer to the course outline for assessment details and breakdown. The final grade for this course will be based on the following information:

Weekly Intern Involvement (“Weekly Report Form” completed by student) – 30%

Submit the report forms to the Internship Advisor via CourseLink.

Mid-term Written Assessments – 30%

Internee: minimum of three pages, single spaced.

Internor: separate assessment letter by Internor.

Submit to the Internship Advisor via CourseLink.

Final Written Assessments – 40%

Internee: minimum of five pages, singled spaced.

Internor: separate assessment letter by Internor.

Submit to the Internship Advisor via CourseLink.

Total = 100%

Reservations

The Landscape Architecture program reserves the right to withhold approval of an Internship Registration in cases where either party has failed to fulfil previous contractual commitments.

Contact:

Minerva Cancilla-Styles | Internship Advisor

Tel: 519-824-4120 ext. 58901

Email: mcancill@uoguelph.ca

School of Environmental Design and Rural Development

Landscape Architecture Program

University of Guelph, Guelph, Ontario N1G 2W1

www.uoguelph.ca/sedrd