

STUDENT INTERNSHIP PROGRAM
Department of Landscape Architecture
Mississippi State University

(Please type of print unless noted otherwise)

By Internee (Student)

I _____ hereby petition the Department of Landscape Architecture at Mississippi State University to be allowed an internship for academic credit during _____ semester of 20__.

The internship will be undertaken in the office of (official firm name) _____ under the supervision of _____. Full mailing address is:

Phone: _____

By Internor (Employer)

I _____ hereby certify that I am prepared to supervise an internship of _____ in accordance with the regulations for internship issued by Mississippi State University.

Signature Internor

Date

By the Department of Landscape Architecture

Approved _____
Sadik Artunc, Department Head
Department of Landscape Architecture

Date: _____

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An experiential learning opportunity requiring professional office experience and faculty supervision under program regulations.

Goal

To provide an office learning opportunity for academic credit under professional supervision and Mississippi State University 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 a full range of professional practice issues and work areas.

Regulations Requirement

Prerequisites:

All students electing to undertake the Internship Semester for credit shall have satisfactorily completed semester four of the B.L.A. program at Mississippi State University with an overall G.P.A. of 2.5 or an overall G.P.A. of 3.0 in Junior year.

Internship Approval

Each student who is eligible and who elects to undertake the Internship will file an Internship Registration Form with the Department Head, Department of Landscape Architecture, 30 days before the official beginning of the semester of the intended Internship. These forms are available from the Department Office and are to be signed by the student Internee and the Internor.

Time Commitment

Academic credit for Internship requires a minimum of 300 hours of involvement. This is based on 20 hours per week for the normal 15-week academic semester. For optimization of the educational experience, the 300 hour minimum Internship must be achieved over a continuous calendar time of not less than 10 weeks or more than 16 continuous weeks.

Internor Qualifications

The Internor (individual directly supervising the Internee) shall be a member in good standing of an A.S.L.A. Chapter, or be 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 300 hours required in the Internship agreement.

Internor's Responsibility

The Internor agrees to supervise an educational Internship for the student, insuring that the Internee will have at least the required minimum percentage involvement in the various aspects of practice specified in the statement of "Required Areas of Intern Involvement".

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As well, the Internor agrees to:

- complete a weekly evaluation (form for letter grade assignment attached) of the Internee's performance by the assignment of a letter grade for the week (minimum of 10 week reports).
- provide the Department Head of the Department of Landscape Architecture with a mid-term written assessment of the student's progress. This assessment is to be submitted after the fifth week but before the end of the seventh week.
- provide a final written assessment of the student's performance and progress on completion of the Internship, but in all cases within 30 days of the completion of the Internship.

Internee's Responsibility

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

- submit a weekly grade assignment (on forms provided).
- submit a mid-term assessment of the internship experience on the completion of the fifth week but not later than the seventh week.
- submit a written assessment of the Internship and an evaluation of the Internor's assistance in the learning experience within 30 days of the completion of the Internship.

Termination

Either party to this agreement may terminate the Internship upon two week's notice (by registered mail) to the Department of Landscape Architecture. In such case, the final resolution of grade for the Internship will be determined by the B.L.A. Program Committee after due consideration of materials submitted by both parties.

Reservations

The Department of Landscape Architecture reserves the right to withhold approval of an internship Registration in cases where either party has failed to fulfill previous contractual commitments.

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MS State, MS 39762-9725
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(662) 325-0492

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REQUIRED AREAS OF INTERN INVOLVEMENT WEEKLY REPORT

M T W Th F S

Promotion 10%						
◆ Proposal Writing						
◆ Client Meetings						
◆ Firm Brochure & Proposal Graphics Preparation						
Design 35%						
◆ Programming						
◆ Site Inventory						
◆ Site analysis						
◆ Data Collection						
◆ Data Analysis						
◆ Conceptual Design						
◆ Preliminary Master Plans						
◆ Detail Design						
◆ Presentation Graphics						
◆ Model Building						
◆ Presentation Photography						
◆ Client presentations						
◆ Study report writing						
◆ Public presentations						
Design Implementation 35%						
◆ Base drawing preparation						
◆ Staking and dimensioning						
◆ Grading						
◆ Planting Plan						
◆ Plant List Preparation						
◆ Irrigation Plans and Details						
◆ Detailing						
◆ Estimating						
◆ Specification Preparation						
◆ Bidding Documentation Preparation						
◆ Bid Analysis						
◆ Field Supervision						
◆ Progress Payment Processing						
Office Management 10%						
◆ Technical Product Information Management						
◆ Time Estimating & Management						
◆ Word Processing						
◆ Technical Reproduction Techniques						
General Education 10%						
◆ Professional Society Meetings						
◆ Suppliers & Manufacturers' Shows and Short Courses						
◆ Lectures (on subjects related to the profession)						
◆ Special Studies (specify)						
◆ In-house Technical Presentations						

◆ Minimum requirement per category over the official period of Internship.

TOTAL HOURS _____ this week only _____ Week Number _____

Actual Calendar dates _____ Grade Assessment _____

Internor's certification _____ (Signature)

Internee's acknowledgement _____ (Signature)

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METHOD OF EVALUATION

Grading will be established on an activity basis.

The week's activities will be evaluated on the following criteria:

- | | |
|---------|---|
| Grade A | Work which reflects truly superior design and graphic ability logically thought out and presented. Changes or revisions would be minor. |
| Grade B | Work which shows good understanding of the theory and concepts involved in the project but must be slightly re-worked before it could be released for distribution. |
| Grade C | Work which shows and indicates satisfactory understanding and execution of the project. Moderate revisions would be necessary before it could be released for distribution. |
| Grade D | Work which is incomplete and the design and process solution are inconsistent. Work shows lack of comprehension of subject matter, process, or product and would require extensive revision before it could be released for distribution. |
| Grade F | Work incomplete and project shows a failure to comprehend and present subject matter. |