

Internship Agreement

between Internship Sponsor,
Department, and Student Intern

Purpose: The purpose of the LARCP internship program is to offer students the opportunity to broaden their educational experiences by participating in a professional work environment. The internship is an opportunity to apply the knowledge and skills gained in the university to a professional setting while also identifying the aspects of education that warrant further exploration in the final year of study.

Academic Expectations: Landscape Architecture (MLA) students in the non-baccalaureate track are required to seek and participate in a professional internship for academic credit. The experience may be:

- 8 to 10-week summer internship
- a semester-long 16-week internship
- an extended spring and summer internship

Regional and Community Planning (MRCP) students in the non-baccalaureate track are required to complete a semester-long off-campus experience for academic credit. The experience may be an internship or study abroad.

Real Estate and Community Development (BS RECD) students have an optional semester-long off-campus experience for academic credit. The experience may be an internship or study abroad.

In addition, students in our post-baccalaureate graduate programs (MLA, MRCP, & MSCD) may participate in internships for academic credit.

Responsibilities:

Internship Sponsor: Internship Sponsors (employers) will provide full time employment compensated at a fair and appropriate wage. The Sponsor will be diligent in assigning work responsibilities to the Intern that will broaden his/her knowledge base, challenge his/her capabilities, and permit him/her to participate fully as a contributing member of a project team. It is expected that the Student Intern will participate in planning, programming, and/or design discussions and decisions, attend presentations, meet clients/stakeholders, and be given every opportunity to contribute to the success of a project in accordance with his/her capabilities. It is of particular interest that the Intern understands the organization of the office, how project decisions are made, management/administration processes, and office research methods.

The Internship Sponsor is responsible for providing the Intern direction and work reviews on a regular basis by an assigned office mentor. Employers will provide oversight by a licensed, certified, or qualified individual in their profession. Upon completion of the internship, the Sponsor will be asked to write a brief summation of the intern's strengths and weaknesses. The information provided will be shared only with faculty and used to direct our educational efforts to improve our instruction.

Department: Credit hours will be assigned to the student for courses related to the internship experience as outlined in the curricula. The Intern has course responsibilities and assignments which will be submitted for faculty review during the internship and upon his/her return to the university. The work will be evaluated by the LARCP office and made available to the faculty. Grades will be given for the work products required of the student intern and will not reflect office performance.



Student Intern: Students are required to secure an internship meeting their academic and professional goals. Students must submit the internship request first to the Department Head and then upload this agreement form with sponsor and student signatures to Canvas site provided by the LARCP office prior to beginning employment.

The Intern is responsible for participating and executing, to the best of his/her abilities, work assigned by the Internship Sponsor. Interns will prepare the following academic products:

- Reports summarizing experience, reviewed by the Intern's Sponsor and Internship Supervisor
- Reflection paper at the end of the internship
- Poster as specified by the LARCP office
- Oral presentation as specified by the LARCP office

AGREEMENT



Student Intern, Signed



Date



Student Intern, Typed



Degree Program



Internship Sponsor/Supervisor, Signed



Date



Internship Sponsor/Supervisor, Typed



Total Internship Work Hours



Huston Gibson, Ph.D.
Professor and Department Head
Landscape Architecture and Regional & Community Planning

Internship Sponsor Information:

Sponsor: 

Address: 

Phone: 

Email: 

Student Intern:

In the box below, please write a few sentences describing (to the best of your knowledge) what you will be doing during your internship.

