

## Department Internship Agreement

for internships recognized for program  
requirements and/or credit

### Purpose

The purpose of the LARCP Department internship agreement 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. The experience may be an 8-10-week summer internship, a semester-long 16-week internship, or 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 8-10-week summer internship, a semester-long 16-week internship, or an extended spring and summer internship.

**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.

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

### Responsibilities

**Students** are required to independently 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 all required signatures to the associated course (credit option) or department (program requirement). The Intern is responsible for participating and executing, to the best of his/her abilities, work assigned by the Internship Sponsor.

**Internship Sponsors** will provide 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.

**The Department** will work with advising to determine appropriate credit hours for courses related to the internship experience as outlined in the curricula. The Department will also provide the intern with course assignments, which will be submitted for review during the internship. The work will be evaluated and grades will be given for the work products required of the student intern, but these will not reflect office performance.

## Department Internship Agreement



Student Intern, Signed



Date



Student Intern, Typed



Degree Program



Internship Sponsor/Supervisor, Signed



Date



Internship Sponsor/Supervisor, Typed



Internship Work Hours - Total  
(not per week)



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



Department Head Signature Date

### 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.

