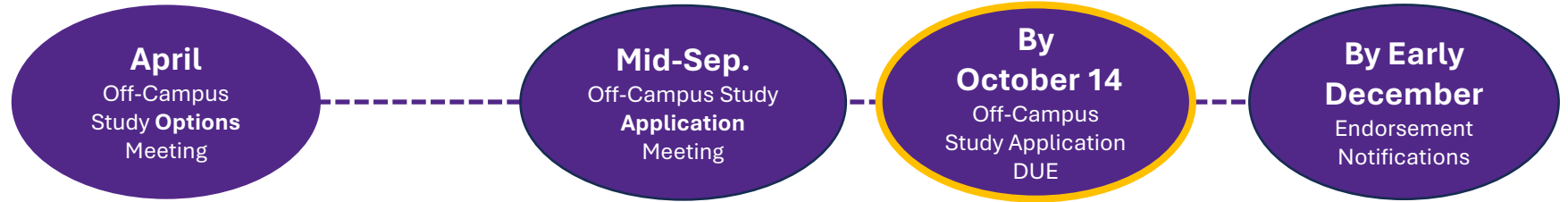


# Off-Campus Study Options Meeting

## LA Students

April 9, 2026

# Off-Campus Study Application & Endorsement Process



## October 14, 2026

Off-Campus Study Application DUE

# LARCP Meeting Agenda

April 9, 2026

## 1. Advising Process

Mitzi Farmer, Director of Academic Services

## 2. APDesign Italian Studies Program

Jessica Canfield, APD Director of International Programs

## 3. Education Abroad

Katelin Christianer-Donkers, K-State Education Abroad Advisor

## 4. Kansas City Design Center (KCDC)

Lauren Harness, Director

## 5. Internship

Virginia Brunner-Livingston, Program Coordinator

## 6. Next Steps

Courtney Markle, Project Coordinator, SAS Office

## Q&A

**Advising Process**

**Landscape Architecture Students**

**Required Off-Campus Study Options**

**2027 - 2028**

**Off-Campus Study Curricular Availability**  
**Landscape Architecture**

| Semester                         | APD Italian Studies Program | K-State in Italy (no studio-based courses) | Education Abroad | KCDC | Internship |
|----------------------------------|-----------------------------|--|------------------|------|------------|
| Summer After SIXTH Semester      |                             | X  |                  |      | X          |
| EIGHTH Semester (4th yr. Spring) | X                           |  | X                | X    | X          |
| Summer After EIGHTH Semester     |                             | X  |                  |      | X          |

Our students’ design and planning studies are enriched by frequent interaction with the world outside Seaton/Regnier Hall. **All non-baccalaureate Landscape Architecture students are required to complete an off-campus study experience**, which should occur during the spring semester of their fourth year (eighth semester). See option above.

**All non-baccalaureate Landscape Architecture students must complete an internship**, which may occur during the spring of the 4<sup>th</sup> year or during the summer following the 3<sup>rd</sup> or 4<sup>th</sup> year, if they choose Italian Studies, Education Abroad, or KCDC.

Students who complete an internship in the spring of 4th year, and extend that employment into the summer, are only required to submit an internship application for the spring term.

More information can be found on the APDesign website, under ‘Student Success’ > ‘Applied Learning and Off-Campus Study Experiences’

<https://apdesign.k-state.edu/current-students/off-campus-study/index.html>



# Education Abroad



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Off-Campus Study Options

v. April 2026 *Information Subject to Change*

## Why Education Abroad?

- **Academic challenge**—experience a range of topics, assignment types, and instruction styles as you engage in various coursework.
- **Professional growth**—visit notable locations, experience historic and modern design/planning precedents. An education abroad experience can be a desirable credential to future employers.
- **Personal enrichment**—develop independence, a greater sense of self, and increased awareness and appreciation for other cultures.
- **Global perspective**—broaden awareness and multicultural competency by living in another country. Have a once-in-a-lifetime experience as a University student.

## Potential Challenges When Studying Abroad

- **The language of instruction may not be English**, but full proficiency of the local language is not necessary.
- **The academic calendar**, including exact semester start and end dates, may differ from K-State.
- **Minimal interaction with professors** outside of class. University culture may be hierarchical and more formal than at K-State.
- **Feelings of homesickness** and **culture shock are common**. The APDesign Student & Academic Services Office and Education Abroad Office have resources to help support you while abroad.

**Note:** K-State and APDesign have excellent relationships with our partner institutions, but we do not influence their policies or procedures. If you elect to study at a foreign university, you must be prepared to accept and manage potential challenges. K-State Education Abroad can help support you in your preparation and while you are abroad.

# 2027-2028 Education Abroad Options for APD Students

## LA Students

| Program  | City, Country  | Program Type  | Min. GPA | Enrollment Capacity | ARCH   | IARC             | INDD           | LA     | RCP    | RECD |
|--|--|---------------|----------|---------------------|--------|------------------|----------------|--------|--------|------|
| APD Italian Studies Program-Orvieto SPRING   | Orvieto, Italy   | K-State       | 2.5*     | ~45                 | x      | x                |                | x      | x      | x    |
| APD Italian Studies Program-Orvieto FALL   | Orvieto, Italy   | K-State       | 2.5*     | ~30                 | x      |                  | x              |        |        |      |
| K-State in Italy-Orvieto SUMMER<br><small>(studio courses not offered in summer program)</small> | Orvieto, Italy   | K-State       | 2.5      | N/A                 | x      | x                | x              | x      | x      | x    |
| <b>Other Education Abroad Programs</b>   |  |               |          |                     |        |                  |                |        |        |      |
| API London College of Fashion  | London, U.K.   | Direct Enroll | 3.0      | 16                  |        |                  | Fall           |        |        |      |
| API University of the Arts London  | London, U.K.   | Direct Enroll | 3.0      | 16                  |        |                  | Fall           |        |        |      |
| BOKU Univ. of Natural Resources and Life Sciences  | Vienna, Austria  | Exchange      | 3.0      | 2                   |        |                  |                | Spring |        |      |
| Coburg University of Applied Sciences  | Coburg, Germany  | Exchange      | 3.0      | 3                   |        | Spring           |                |        |        |      |
| Danish Institute for Study Abroad (DIS)  | Copenhagen, Denmark  | Direct Enroll | 3.0      | ~5                  | Spring | Spring or Summer | Fall or Summer | Spring | Spring |      |
| University of New South Wales  | Sydney, Australia  | Exchange      | 3.0      | 1                   |        |                  |                |        | Spring |      |
| SAI ELISAVA (Barcelona)  | Barcelona, Spain   | Direct Enroll | 3.0      | ~5                  |        |                  | Fall           |        |        |      |
| University of Sheffield  | Sheffield, England   | Direct Enroll | 3.0      | TBD                 |        |                  |                |        | Spring |      |
| Trier University of Applied Sciences   | Trier, Germany   | Exchange      | 3.0      | TBD                 |        | Spring           |                |        |        |      |
| University of Western Australia  | Perth, Australia   | Exchange      | 3.0      | TBD                 | Spring |                  |                | Spring |        |      |
| Alternative Education Abroad   | <b>Note: Alternative Education Abroad Programs are available by petition only.</b> This option requires extensive advance preparation and submission of a petition for endorsement by your Department, the APD International Studies Committee (ISC), and K-State Office of International Programs (OIP). Endorsement does NOT guarantee admission by the partner institution. |               |          |                     |        |                  |                |        |        |      |

\*If the program is at capacity, the minimum GPA may be raised.

**Notes:**

- Program availability and enrollment capacity are subject to change.
- ALL Education Abroad programs require an Off-Campus Study Application and students must receive endorsement from the APDesign International Studies Committee.
- Program Type and tuition: K-State = tuition paid to K-State, Exchange = tuition paid to K-State, Direct Enroll = tuition paid to that institution



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# APDesign Italian Studies Program

## Orvieto, Italy

<https://www.youtube.com/watch?v=cYmFC3WQndE>



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Off-Campus Study Options

v. April 2026 *Information Subject to Change*

# APDesign Italian Studies Program

## Orvieto, Italy

[Link to Program Information from APDesign](#)

[Link to Program Information from K-State OIP](#)



**Spring program option for  
ARCH, IARCH, LA, RCP, RECD  
Students**

- Min. GPA 2.50\*
- Enrollment Capacity:
  - Spring: Approx. 45 students across all eligible disciplines
  - Fall: Approx. 30 students across all eligible disciplines
- Language of instruction is English
- Studio and seminar classes taught by K-State and Italian professors
- Studio and seminar typically meet two days per week
- Projects focus on issues/concerns pertaining to the local community
- Program includes multiple field trips and cultural workshops
- Students live in furnished apartments shared with fellow KSU students
- Students need to be motivated and flexible

**\*If the program is at capacity, minimum GPA may be raised.**



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# APDesign Italian Studies Program

## Orvieto, Italy



- Orvieto is located about one hour north of Rome in the Umbria region of Italy.
- It has a rich history, from its Etruscan underground caves to its Romanesque cathedrals.
- It offers important archaeological, architectural, and urban sites to visit and appreciate.
- The city is considered a living classroom where students are immersed in a culturally stimulating environment surrounded by piazzas, palaces, churches, and cobbled lanes.
- Orvieto has a friendly, calm, and welcoming atmosphere.

# APDesign Italian Studies Program

## Orvieto, Italy



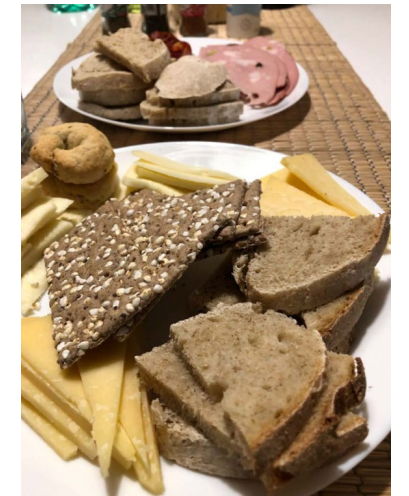
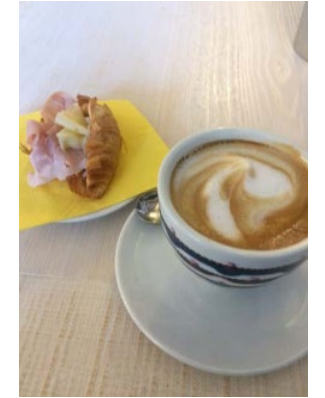
- Students live in fully furnished apartments located in the historic part of the city.
- Apartments are arranged by an Italian agency and accommodate two to five students.
- Students shop for their own groceries and cook their own meals. An introduction to the local market and a cooking class with a local chef are part of the first week's orientation.
- The program dates (including Fall & Spring Breaks) follow the KSU academic calendar. Exact departure and return dates will be coordinated at the beginning of the semester prior to the program.



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# APDesign Italian Studies Program

## Orvieto, Italy



# APDesign Italian Studies Program

## Orvieto, Italy



- The program includes multiple one-day field trips (typically to Rome, Siena, Florence, Assisi, Villa Lante) and several extended, two to six-day field trips (typically to Venezia, Vicenza, and Verona in the north and to Pompeii, Sorrento, and the Amalfi Coast in the south).
- Field trips are led by K-State faculty, the Italian professors, and/or professional guides.
- The field trips provide students with opportunities to experience many aspects of Italian culture, art, urban planning, landscape architecture, architecture, interior architecture, and industrial design.



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Off-Campus Study Options

v. April 2026 Information Subject to Change

# APDesign Italian Studies Program

## Orvieto, Italy



- The program includes multiple cultural workshops as part of the curriculum.
- Topics may include:
  - Leather
  - Svinnere
  - Honey
  - Cheese
  - Mosaic Olive Oil & Basketry
  - Craft Beer
  - Photography
  - Ceramic

## K-State in Italy - Summer Program

### Orvieto, Italy

[Link to Program Information](#)



<https://ksu.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgramAngular&id=12957>

#### Summer program option for all K-State Students

**Note:** Program runs for 4-weeks between mid-May and mid-July; dates vary each year

- Min. GPA 2.5
- Open to **all** K-State Students
- Program is 4-weeks – dates vary each year
- Language of Instruction in English by K-State APDesign Professors
- Course offerings change each summer
  - Students take two 3-credit elective courses\*
  - Studio courses are not offered in this program
- Includes organized travel experiences to Rome and Florence
- Students need to be motivated and flexible

\*IAID students may have the option to take 7-credits to fulfill summer courseload requirement

## K-State in Italy - Summer Program

### Orvieto, Italy

[Link to Program Information](#)



Example of 2026 APD Summer Program

### Summer program option for all K-State Students

**Note:** Program runs for 4-weeks between mid-May and mid-July; dates vary each year

- Program offerings vary each summer.
- Examples of previous summer programs:
  - [APDesign](#)
  - [Arts & Culture](#)
  - [Business, Leadership, and Fashion](#)
- ***Interested in program offerings for Summer 2027?***
  - Summer 2027 programs will be announced in August.
  - The application process is handled through Education Abroad and opens to all K-State students in August 2026.
  - To express interest and find out more about the application process, you are advised to contact Savannah Maynard <savannahrm@ksu.edu> before August 1, 2026.

# Other Education Abroad Programs For LA Students





# University of Natural Resources and Life Sciences

Vienna, Austria

[Link to Program Information](#)



Unknown (n.d.). BOKU(photograph). Retrieved September 2020 from <https://boku.ac.at/en/>

## Spring program option for LA students

**Note:** this program typ. runs mid-Feb. to late June

- Min. GPA 3.00
- Enrollment Capacity: max. of 2 LA students
- Languages of instruction are English and German
- Housing in student residences or shared flat with other students
- Need to be flexible, independent, self-directed and have language proficiency



**Danish Institute for Study Abroad (DIS)**

**Copenhagen, Denmark**

[Link to Program Information](#)



Unknown (n.d.). Copenhagen (photograph). Retrieved June 2017 from <http://www.ironman.com/triathlon/events/emea/ironman/copenhagen.aspx#axzz4kq2tn8hi>

**Spring program option  
for LA Students**

- Min. GPA 3.00
- Enrollment Capacity: max. of 5 students for all disciplines
- Studio professors are distinguished practicing Danish designers
- Studio meets three days a week
- Field trips are related to studio and well planned
- Offers highly organized orientation
- Very good support for international students
- Good assistance with housing
- **Need to be inquisitive, motivated, and hard-working**



## University of Western Australia

Perth, Australia

[Link to Program Information](#)



Unknown (n.d.). *The University of Western Australia (Photograph)*. Retrieved June 2017 from <https://www.studyoptions.com/university-profiles/university-western-australia>

### Spring program option for LA students

**Note:** this program typ. runs mid-Feb. to early June

- Min. GPA 3.00
  - Enrollment Capacity: max. of 1 student for all disciplines
  - Competitive placement in a World Top 100 university
  - Has strong commitment to international exchange students and considerable support
  - **Need to be motivated and hardworking**
-

# Alternative Education Abroad Programs

(Available by petition only)

- This option **requires extensive advance preparation** and submission of a petition (including short essay responses) for endorsement by your department, the APD International Studies Committee (ISC), and the K-State Education Abroad.
- APD endorsement does NOT guarantee admission by the partner institution – applying to the partner institution is a separate process. If you have questions, please discuss with Savannah Maynard.

## **PROCESS**

- Research potential programs you are interested in.
- Discuss your alternative education abroad plan with APD International Programs Director, Jessica Canfield.
- **By July 1**, meet with APD K-State Education Abroad Advisor, Savannah Maynard, regarding program availability, curriculum questions, scholarships, etc. Email her to schedule an appointment
- **By August 1**, submit your full draft proposal, with curricular choices, to Jessica Canfield
- **By September 1**, submit your fully completed proposal to your department for their endorsement.
- Indicate your choice for an Alternative Program on your Off-Campus Study Application, **due Oct. 14**
- Full Details can be found on the APD website, see '**Petitioning for an Alternative Education Abroad Program**'
- Note that if you receive financial aid/scholarships, it is recommended that you make an appointment to talk with your Financial Aid Advisor to discuss whether your Financial Aid package can be applied to the specific program. To make an appointment, go to: <https://www.k-state.edu/sfa/about/advisor/>

# Scholarships



## Education Abroad Scholarships

**K-State Education Abroad office scholarships** are open to all students participating in Education Abroad programs in Spring, Summer, and Fall  
<https://www.k-state.edu/abroad/current-students/funding/scholarships.html>

- Questions, contact **Savannah Maynard**, [savannahrm@ksu.edu](mailto:savannahrm@ksu.edu)

Note that as long as you have applied for the [K-State Scholarship Network \(KSN\)](#) by **March 15, 2027**, you will be automatically considered for these.

➔ **Benjamin A. Gilman Scholarship:**

Students who are U.S. citizens or nationals and who are Pell-eligible should look into applying for the [Gilman Scholarship](#).

➔ **Mike and Becky Goss International Program/Study Abroad Scholarship:**

For undergraduate or graduate students properly enrolled in any curriculum at Kansas State University applying to an education abroad experience for at least one semester. Preference will be given to students who have graduated from a Kansas High School.

# Education Abroad Scholarships

## K-State Education Abroad office scholarships

- To be considered for one of these scholarships, students need to have an active program application at the time of scholarship review for each term and have submitted the K-State Scholarship Network general application.
- Scholarships administered by Education Abroad will be reviewed on the basis of financial need, program length and type, as well as academic merit. In all other respects, these scholarships shall be awarded without restriction to race, gender, national origin, religion, age, sexual orientation, or ability.
- It is important to note that being considered for a scholarship does not guarantee the applicants will receive an award.
- If a scholarship is awarded, recipients will be notified by email of their award amount.

## Italian Studies Program Scholarships

**APD Education Abroad scholarships** are open to all APD students participating in the Fall and Spring Italian Studies Program.

To apply, students must prepare a two-page (max) essay. More details will be provided during the Education Abroad Orientation meetings held the semester before you study in Italy.

If you apply, you will be considered for any APDesign Education Abroad scholarships whose criteria you match.

Note that the notification of these awards does not happen until after students must financially commit to the program.

To be considered for APD Education Abroad Scholarships in the '27-28 academic year, students must submit a K-State Scholarship Network (KSN) application **by the March 15, 2027 deadline.**

<https://www.k-state.edu/sfa/scholarships-aid/scholarships/ksn/>

Questions, contact Courtney Markle, [markle@ksu.edu](mailto:markle@ksu.edu)

# Italian Studies Program Scholarships

| Eligibility             | Award name  | # of awards to be offered in F26/S27 | Total amount to be awarded in F26/S27 | Based on Academic Merit? | Based on Financial Need? |
|-------------------------|---|--------------------------------------|---------------------------------------|--------------------------|--------------------------|
| All                     | HEINZ FAMILY SCHOLARSHIP                              | 2 awards                             | \$3,000<br>(\$1,500 each)             | No                       | Yes*                     |
| All                     | ITALIAN STUDIES PROGRAM SCHOLARSHIP                   | Multiple awards                      | \$5,000                               | No                       | No                       |
| 4th year<br>ARCH        | MAJORS EDUCATION ABROAD SCHOLARSHIP                   | 1 award                              | \$7,500                               | No                       | No                       |
| 4th year<br>ARCH        | SIEBENMORGEN STUDY ABROAD SCHOLARSHIP IN ARCHITECTURE | Multiple awards                      | \$9,500                               | No                       | No                       |
| 4th year<br>ARCH        | COATES AND SIEPL-COATES SCHOLARSHIP                   | Multiple awards                      | \$9,750                               | No                       | Yes*                     |
| 4th year<br>ARCH & IAID | JACQUELINE AND CALE DOORNBOS STUDY ABROAD SCHOLARSHIP | 1 award                              | \$1,425                               | No                       | No                       |
| 4th year<br>ARCH & IAID | CLEVE HUMBERT STUDY ABROAD SCHOLARSHIP                | 2 awards                             | \$3,250                               | Yes                      | No                       |
| 4th year<br>ARCH & IAID | EDWARD AND SUSAN THOMPSON SCHOLARSHIP                 | 1 award                              | \$3,300                               | No                       | Yes*                     |
| 4th year<br>ARCH & IAID | FRANK FAMILY STUDY ABROAD SCHOLARSHIP                 | 2 awards:<br>(1) ARCH<br>(1) IARC    | \$10,000<br>(\$5,000 each)            | No                       | Yes*                     |
| 4th year<br>ARCH & IAID | GREENBERG FAMILY STUDY ABROAD SCHOLARSHIP             | 1 award                              | \$9,500                               | Yes                      | Yes*                     |
| LAR & RCP               | ROLLEY HARMS LARCP STUDY ABROAD SCHOLARSHIP           | 1 award                              | \$2,000                               | No                       | Yes*                     |

\*Financial need as determined by the information provided in the K-State Scholarship Network (KSN) application and/or FASFA data.



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# Italian Studies Program Scholarships

## APD 'Early Scholarship' Awards for the Italian Studies Program

APDesign will offer 'Early Scholarship' awards for the Fall '27 and Spring '28 Italian Studies Programs. The 'Early Scholarship' awards are intended to encourage students with high financial need to apply for the Italian Studies Program.

- To apply for these scholarships, you must submit your Off-Campus Study application by October 14, 2026. This application will serve both to preference your Off-Campus Study selections and as your 'Early Scholarship' application. More info about how to apply will be available in September when we meet to review the application process.
- Scholarship notification for these early offer scholarships will come in your endorsement letter in early December '26.
- Please note that not all Italian Studies Program scholarships will be available as early offers. Whether or not you receive an 'Early Scholarship', you will be able to apply for another set of Education Abroad scholarships that are awarded the semester before studying in Italy.

## Education Abroad Questions

- For Curriculum and/or academic planning questions, contact your APD Academic Advisor
- For Italian Studies Program questions, contact a member of the APD International Studies Committee:
  - Jessica Canfield, Director & LARCP Representative
  - Otto Chanyakorn, ARCH Representative
  - Lauren Fitzpatrick, IAID Representative
  - Courtney Markle, Project Coordinator, SAS Office
- For Other or Alternative Education Abroad Program questions, contact K-State APD Education Abroad Advisor, Savannah Maynard <savannahrm@ksu.edu>

# Kansas City Design Center



# Collectively Envisioning the Future of Kansas City



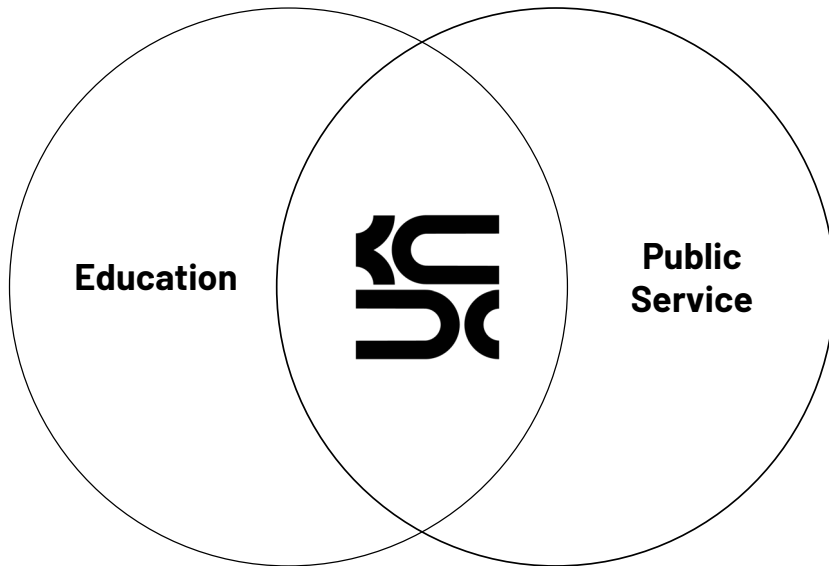
**KC  
DC**

# Kansas City Design Center

## Mission

Our mission is to utilize the power of design across all scales to shape a more equitable, resilient, and economically vibrant Kansas City. Through collaboration between students, design professionals, community members, and civic institutions, we envision a future where design drives meaningful change in our community.

Kansas City Design Center



Kansas City Design Center

# Kansas City Design Center

Faculty / Staff / Current Students



**Lauren Harness, AIA**  
Program Director  
Professor of Practice



**Carson Ludwig**  
Program  
Coordinator



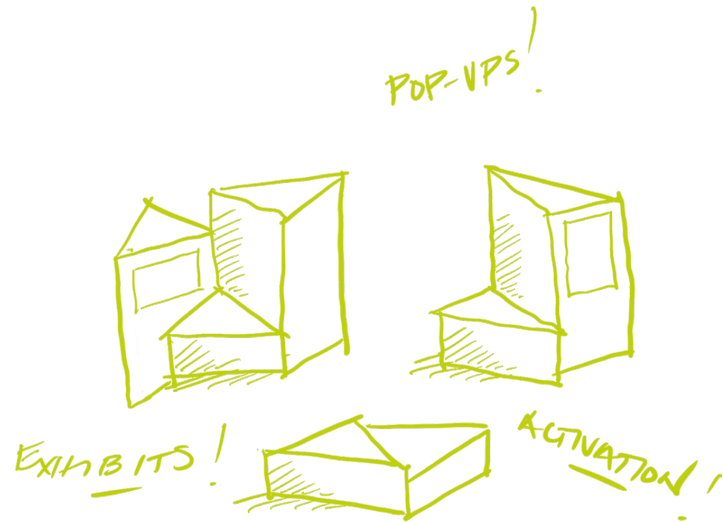
Kansas City Design Center

Kansas City Design Center

# Kansas City Design Center

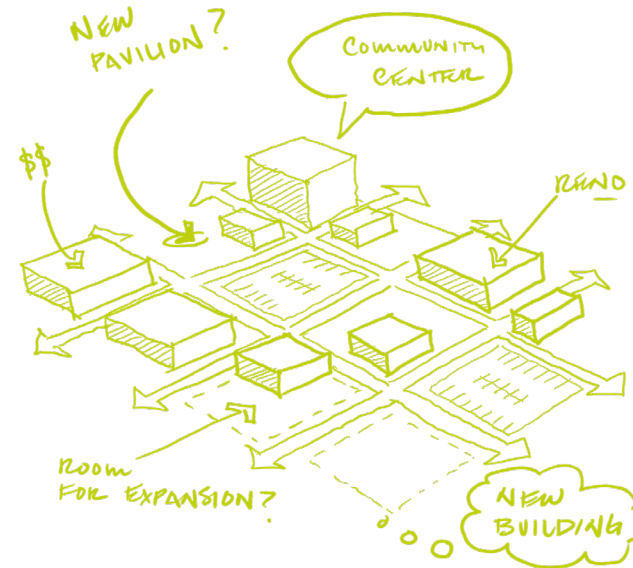
Courses

**Fall Semester 2026**  
INDD 606



**Community Based**  
IARC 605

**Spring Semester 2027**  
ARCH 606, IARC 606, LAR 703, PLAN 703



**Community Based Seminar**  
ARCH 715, IARC 605, PLAN 741, LAR 742

## Will KCDC be helpful for my career?

Portfolio building and Kansas City connections



*'People are often most interested in my KCDC project during job interviews'*

**Halima Shehu, RA**  
KCDC Class of 2017

## Is KCDC a good fit if I don't have a background in Urban Design?

KCDC is an interdisciplinary study that pushes students to expand their thinking



*'KCDC opened up design thinking beyond interiors. I appreciated being able to work in collaboration with so many new voices'*

**Aaron Bisch, AIA**  
KCDC Class of 2015

# Studio Projects

Kansas City Design Center



Kansas Riverfront District Rendering by Aiden Maxwell

## The Future Central Ave Bridge

The studio explored how infrastructure can reconnect communities positioning the bridge as a catalyst for broader civic impact and helped lead the project toward state funding.

## Resilient\_KC

Students designed neighborhood hubs that serve as both community spaces and shelters during climate-related emergencies, as well as infrastructure and products that support neighborhood self-sufficiency and stronger community connections.



Dunbar Resilience Hub Rendering by Joshua Gaddy



Mid-Reviews for Spring 2026 Greenline Studio

## KC\_Greenline

This studio is developing the 10-mile urban loop aimed to connect a network of public spaces. Students will develop design guidelines, gateways & destinations, and infill strategies, the work will strengthen neighborhood connections, activate underused areas, and reflect Kansas City's character.

Kansas City Design Center

# Where should I live?

*'An ideal place to live is downtown, river market, or crossroads - walking distance to the studio'*

**Kylie Schwaller**  
Class of 2017

Kansas City Design Center

2 BED  
\$800/MO PP



3 BED  
\$700/MO PP



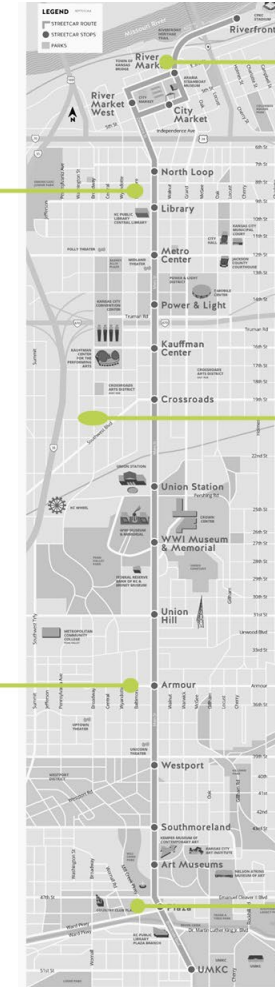
STUDIO  
\$1000/MO PP



2 BED  
\$850/MO PP



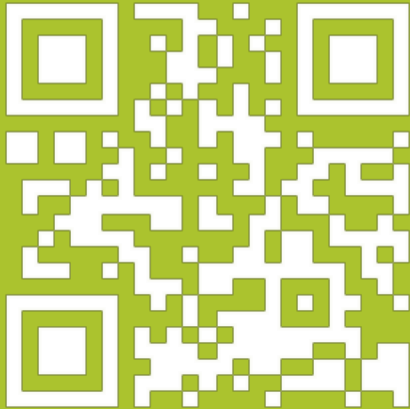
1 BED  
\$1100/MO PP



Kansas City Design Center

# Questions?

Kansas City Design Center



<https://www.kcdesigncenter.org/>

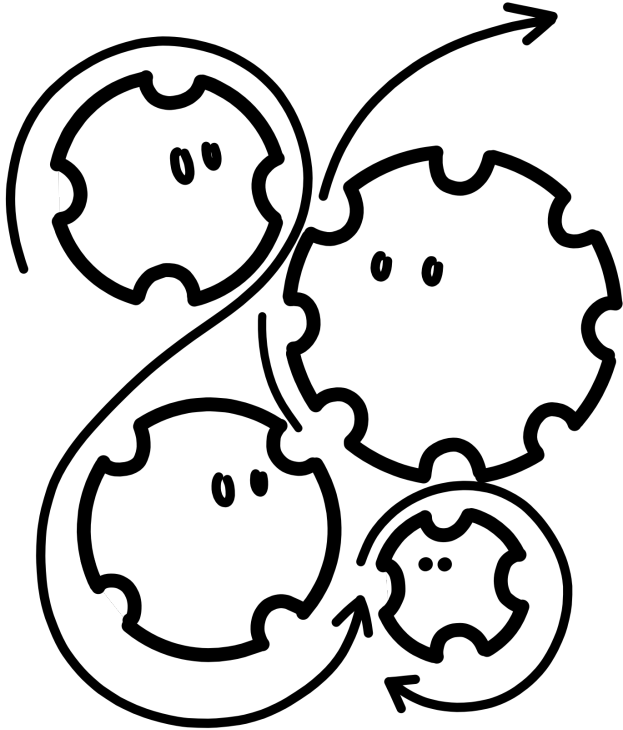


Kansas City Design Center

# Internship



# Internship for LA Students



[Prozess](#) by Julian Kücklich is made available under the [Creative Commons CC0 1.0 Universal Public Domain Dedication](#).

**All NB LA** students **must** complete an internship to satisfy program requirements. This will either be during the 8<sup>th</sup> semester OR, if you study abroad or at KCDC, your internship should occur during the summer between year 3 to 5.

Internships vary with a wide range of professional options. All internships must be approved by the Department Head prior to starting in order to receive academic credit.



# Required Form

## 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, MRPC, & 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

|                                       |                             |
|---------------------------------------|-----------------------------|
| <input type="text"/>                  | <input type="text"/>        |
| Student Intern, Signed                | Date                        |
| <input type="text"/>                  | <input type="text"/>        |
| Student Intern, Typed                 | Degree Program              |
| <input type="text"/>                  | <input type="text"/>        |
| Internship Sponsor/Supervisor, Signed | Date                        |
| <input type="text"/>                  | <input type="text"/>        |
| Internship Sponsor/Supervisor, Typed  | Total Internship Work Hours |
| <input type="text"/>                  | <input type="text"/>        |

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.

## Why Internship?

- **Job experience**—Get hands-on experience with hardware, software, client/stakeholder meetings, community involvement, and more under the guidance of a professional mentor.
  - **Professional growth**—Have a chance to live and work elsewhere in the country and experience new locations. Learn about different communities, their backgrounds, and how that has shaped them into the places they are today.
  - **Networking**—Meet future supervisors and colleagues before graduation.
  - **Make that money**—The department wants you to acquire a paid internship, so not only are you gaining actual experience, but you're being paid for your time!
-

## Where to find an Internship?

- **LARCPulse**—a.k.a. “The Pulse”
  - **Professors**—They’re for more than grades!
  - **Classmates**—Ask them where they went and what their experiences were like.
  - **Department Head, Program Coordinator**—Stop into the Main Office and chat with us!
  - **APD Pro events: Design EXPO & Mock Interviews**—This is a great way to network and see different employment options.
-

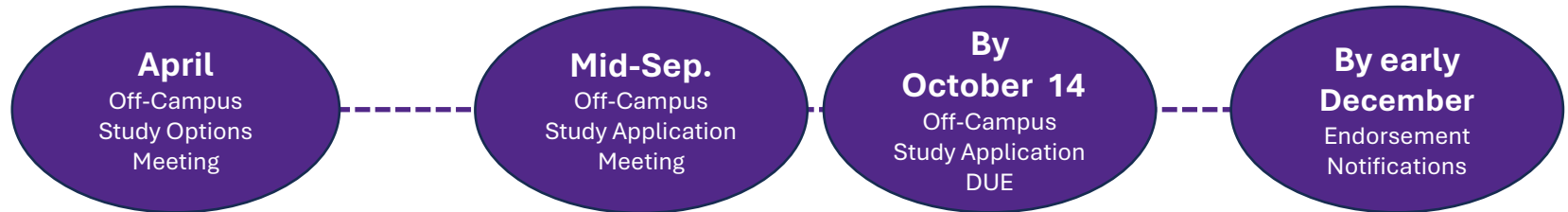
# Next Steps



## Preferencing & Endorsement Timeline

- Review and consider the options presented today
- Discuss the options and your preferences with your parents/family/friends
- Consult with your academic advisor if you have questions about your plans
- Attend the Mid-September meeting “How to Apply for Off-Campus Study”
  - You will receive an email with more information in late August/early September
- **Submit your Off-Campus Study Application online**

**Due Wednesday, October 14**



# Preferencing & Endorsement Process

- **For the Italian Studies Program and Other Education Abroad Programs**
  - Programs have limited capacities. You will be required to select a viable second choice on your Off-Campus Study Application.
  - The International Studies Committee (ISC) reviews applications and makes endorsements following the **Oct. 14** application deadline.
- **For KCDC**
  - The program has a limited capacity. You will be required to select a viable second choice on your Off-Campus Study Application.
  - The Interdisciplinary Studies & Service Learning (ISSL) Committee reviews applications and makes endorsements following the **Oct. 14** application deadline.

Students will be notified of endorsement by **early December**.  
Endorsement letters will be sent via email.

***We strongly suggest that you wait to make housing/personal arrangements for the 2027-28 academic year until you are officially endorsed for a program.***

## Questions

- For Curriculum and/or Academic Planning  
Contact your Academic Advisor
- For the APD Italian Studies Program  
Jessica Canfield, APD Director of International Programs, [jesscan@ksu.edu](mailto:jesscan@ksu.edu)
- For other Education Abroad Programs or the K-State in Italy Summer Program  
Savannah Maynard, Education Abroad Advisor for  
K-State Office of International Programs, [savannahrm@ksu.edu](mailto:savannahrm@ksu.edu)
- For KCDC  
Lauren Harness, Director, [lharness@kcdesigncenter.org](mailto:lharness@kcdesigncenter.org)
- For Education Abroad Scholarships or Off-Campus Study Application/Endorsement  
Courtney Markle, Project Coordinator, SAS Office, [markle@ksu.edu](mailto:markle@ksu.edu)