

Completing the Internship Agreement for Landscape Design and Planning

Department of Landscape Architecture

Information and Documents:

- [Internship Information](#) AND [Important Notes](#) about the Internship in Landscape Design and Planning – specific information about the internship requirements
- [Internship Learning Agreement \(complete on GoldPASS\)](#) – your proposed learning agreement -- which must be agreed upon by your faculty adviser and internship site supervisor – and internship course registration information
- [CDes Internship Program: Responsibilities & Terms of Arrangement](#) – an outline of the responsibilities of the faculty internship supervisor, internship site supervisor and student
- [Internship Guide](#) (online) – general information on finding and preparing for an internship

Internship Checklist (Be sure to complete these in order):

- _____ Access and read thoroughly all of the information and documents listed above.
- _____ Meet with your academic adviser and the Director of Undergraduate Studies (DUGS) in the Department of Landscape Architecture early in the semester PRIOR TO the semester in which you wish to complete the internship to:
 - discuss your internship plans and initial ideas about learning goals and objectives
 - understand the internship requirements and process
- _____ Visit [Career and Internship Services](#) in 198 McNeal Hall for assistance in locating an internship, writing your resume, creating your portfolio, and practicing your interview skills. Appointments are also available in 411 STSS on the Minneapolis campus.
 - Consider taking DES 3201 Career and Internship Preparation for Design students to help prepare you for the internship search process
- _____ Meet with the potential internship site supervisor to discuss the possibility of an internship.
 - Provide him/her with a copy of the [CDes Internship Program: Responsibilities & Terms of Arrangement](#).
 - Arrange the details of the internship with him/her. Discuss your proposed learning goals as well as tasks, projects and responsibilities that will allow you to meet those goals.
- _____ Work with the Department's DUGS to finalize your learning goals and objectives.
- _____ If you will need any accommodations or if you would like to discuss accommodations related to a documented disability, you are strongly encouraged to speak with your academic program advisor, the DUGS and your internship site supervisor, as well as consult with [University of Minnesota Disability Services](#), in preparation for your internship experience.
- _____ Complete the [Internship Learning Agreement](#) on GoldPASS:
 1. Log in to your GoldPASS account (If you have not used GoldPASS before, you will be prompted to set up your account before you can complete your Internship Learning Agreement.)
 2. Select "Complete Internship Agreement" on the left side of your GoldPASS homepage.
 3. Follow the prompts to complete the form (choose Journal/Field Report under Internship Documentation).
 4. Enter your e-signature and career services office (Career and Internship Services) then click finish.
 5. Once you have submitted your Learning Agreement on GoldPASS, it will first be reviewed and processed by Career and Internship Services. **Then it will be automatically emailed to your internship site supervisor for their electronic approval. (You should alert your internship supervisor that they will be receiving this email.)**
 6. After your internship site supervisor has approved the Learning Agreement, an email will be sent to your faculty advisor for their electronic approval.
 7. Once your Learning Agreement has been approved by BOTH your internship supervisor and your faculty advisor, then - and only then - will you be issued a permission number via email from Sara Grothe. Please note that this process may take a few days depending upon how quickly your Learning Agreement is approved at all levels.
 8. If you experience technical problems with using GoldPASS, please call Career and Internship Services at 612-624-2710.

_____ **Register for LA 4096 with a permission number:**

- Once approved by all parties, Sara Grothe will email you a permission number allowing you to register for LA 4096.

Key Contact Addresses

Academic Advisers in Landscape Design and Planning

Student Services
College of Design
107 Rapson Hall
89 Church Street SE
Minneapolis, MN 55455 612-626-3690 612-626-3682 (fax)

Director of Undergraduate Studies

Department of Landscape Architecture
College of Design
144 Rapson Hall
89 Church Street SE
Minneapolis, MN 55455 612-625-6860 612-625-0710 (fax)

Internship Information for Landscape Design and Planning

What: The internship is an opportunity to work in a professional environment under the guidance of an environmental design professional. It is a transition step between your education and your professional career.

Who: Landscape design and planning majors who have earned at least a C- in LA 3002 and LA 3003 are eligible to complete the required for-credit internship. You may register for 1 credit of LA 4096. The grade base is S/N. A minimum of 250 hours of work is expected.

The Director of Undergraduate Studies (DUGS) in the Department of Landscape Architecture will serve as your internship faculty supervisor. The terms *faculty adviser* and *faculty supervisor* are used interchangeably.

Where: Consider your career goals when thinking about finding an internship. Meet with your adviser and the DUGS to discuss possibilities for internships that will provide you with the experiences you need to succeed in your career.

Landscape Design students typically pursue their internship with a firm involved in the design/build phase of the landscape industry. They might work with a nursery, a larger garden center or a landscape contractor. Landscape Planning students pursue their internship with a government agency administering a planning program or with a firm offering professional planning services on a consultancy basis. They might work for an agency in a municipality or county, various state agencies (e.g. MN Department of Natural Resources or Department of Transportation) or a Planning/Engineering, Planning/Landscape Architecture or Planning/Architecture firm.

Our goal is for you to work with landscape design and planning professionals; therefore, typical freelance jobs usually will not meet the internship criteria. Your search for an internship will be much like a job search, and you want to find a position that will be appropriate for your interests and abilities.

It is your responsibility to schedule appointments with the appropriate individuals in order to arrange for the internship. Internship postings are listed in [GoldPASS](#), although students frequently find an internship by contacting a work site directly to inquire about internship possibilities. Staff in [Career and Internship Services](#) (198 McNeal Hall/411 STSS) can help you in your internship search and can provide useful information about resume and cover letter writing.

The DUGS must approve your internship before you register for it. Permission to register will not be granted until the Internship Learning Agreement has been completed in full and all signatures have been obtained.

When: Landscape Design and Planning internships are typically completed in the summer between your junior and senior year. You may also complete your internship during fall or spring semester terms.

How: The [Internship Learning Agreement](#) must be submitted prior to beginning the internship experience. In completing the Internship Agreement, you must define how your internship activities will relate to specific learning objectives to be pursued in completion of your internship responsibilities.

Review your internship documentation with the Director of Undergraduate Studies before you start your internship.

The Internship Documentation Section of the [Internship Learning Agreement](#) should list the following items to be completed in order to receive credit:

- a journal that describes daily activities and the learning goal from your Internship Learning Contract to which they pertain
- a 5-7 page synthesis paper that (a) describes your internship and how you met your learning goals and (b) relates the internship experience to your environmental design education (e.g., In what ways did you use what you learned in school? What did you learn at the internship that you could not learn in a classroom setting?)
- completion of a [Final Internship Evaluation Form by your internship supervisor](#)
- completion of a [Final Internship Evaluation Form by you](#)

QUESTIONS? Contact your academic adviser.

Important Notes about the Internship in Landscape Design and Planning

- Typically the internship is pursued in the summer between your junior and senior year. When completing the internship in the summer, it is important to register for LA 4096 in the fall semester immediately succeeding your summer internship. In instances where you are completing the internship during the fall or spring semesters, it is important for you to register for the semester during which you are completing your internship hours.
- Permission to register will not be granted until the Internship Learning Agreement has been completed in full and all signatures have been obtained.
- When completing the [Internship Learning Agreement](#) you must define how your internship activities will relate to specific learning objectives to be pursued in completion of your internship responsibilities.

For example, as a **landscape design** student you might specify objectives related to learning about a specific form of construction (e.g. dry-stack wall, rain-garden installation), a software system used in the industry, the process of bidding a construction proposal, financial and managerial accounting associated with project implementation and firm management, project scheduling related to equipment, materials and personnel or techniques of client contact.

As a **landscape planning** student, you might specify objectives related to learning about the structure and operation of the site plan or zoning variance review processes, preparing technical memoranda for planning board agenda item consideration, use of geographic information systems technology in urban planning or procedures for inter-agency cooperation that are required in plan preparation or administration.

Simply specifying a desire to work 250 hours for a particular firm or agency would be an insufficient definition of learning goals.

- The [Internship Learning Agreement](#) must be submitted prior to beginning the internship experience. After completing the internship, students must complete a Final Internship Evaluation: Student Self-evaluation Form. Internship Supervisors must complete a Final Internship Evaluation: Internship Supervisor Form. Both forms are available online and from your academic adviser. It is the student's responsibility to assure submission of both the Student Self-evaluation Form and the Internship Supervisor Form to the Director of Undergraduate Studies (DUGS) in the Department of Landscape Architecture. Grades will not be submitted for the internship until the internship completion paper, the Internship Self-evaluation Form and the Internship Supervisory Evaluation Form have been submitted to the DUGS.
- If you are a small business owner, and conducting an internship with another company is unrealistic, talk with your academic adviser about possible alternative strategies for completing the internship requirement
- The vast majority of the tasks you undertake should be professionally relevant to one or more of your internship learning objectives
- The person supervising your internship should be more knowledgeable about the field than you and can mentor and guide you in learning the tasks outlined in your learning agreement. Supervision by a friend or family member is **not allowed**.