

**INTERNSHIP PROGRAM FOR  
LANDSCAPE ARCHITECTURE AND LANDSCAPE CONTRACTING STUDENTS  
LANDSCAPE ARCHITECTURE PROGRAM  
Oklahoma State University  
Stillwater, OK 74078-6027**

The Internship Program is designed to enrich the education of landscape architecture and landscape contracting majors through meaningful off-campus work experiences. The program provides an enhancement of the student's education by allowing for periods of supervised off-campus employment.

The selection of the firm or office by the student is the first step in considering the Internship Program. The formal contact with the firm or office should come from the student to determine the firm or office's interest to participate and eligibility, see Attachment 1. This initial contact is essential to ensure the work experience is germane and the willingness of the management to participate in the Internship Program. The work must be accomplished under the direct supervision of a professional person for the respective internship either in landscape architecture or contracting.

Landscape Architecture and Landscape Contracting firm or office which offer pre-professional experience to the students will be considered eligible for participation regardless of their location in the U.S. In many states work experienced gained under a registered landscape architect or certified landscape contractor during the internship may count as professional experience toward registration or certification. Final selection of the firm or office will be based on the type of pre-professional experience they can provide as evidenced in Attachment 1.

After review of the Pre-professional Experiences Evaluation Form (Attachment 1) by the chairman of the Internship Program. The student will be advised if the firm or office is eligible to participate in the Internship Program.

During the semester immediately following the internship period, the student will be required to give an oral and visual report to a joint meeting of LA 1013 and 3112 during the following fall semester.

The overall objective of the Internship Program is to enhance the student's educational growth by providing practical experience that is related to the student's interests. Specific objectives are to:

1. Permit the student to obtain the best combination of on-campus and off-campus educational experiences by integration of classroom theory with practical field experience.
2. Allow the student to evaluate career objectives and opportunities.
3. Involve Cooperators in the educational preparation of future professionals
4. Help the student make more realistic choices of courses after returning to the campus
5. Enhance the opportunity for exposure to field problems by students and academic advisors and increased interaction with field professionals as a means to improve the on-campus instructional and research programs.

## PROGRAM REQUIREMENTS AND POLICIES

The requirements and policies outlined herein are designed to enhance the quality of the Internship Program and provide a basic framework from which the student, the Internship Chairman and the Cooperator can work effectively.

1. To be eligible for participation in the Internship Program, a student must have completed at least 45 credit hours and LA 3314 (Design I).
2. Selection for participation in the Internship Program will be based on the student's overall qualification. Criteria evaluated will include grades, references, activities (on and off-campus), previous work experiences and an interview. The student must have an overall grade point average of at least 2.50 to participate in the program.
3. The student must complete an application for the Internship Program prior to employment (Attachment 2) and have it approved by the Internship Chairman.
4. The grade given each student will result from monthly reports, employer's evaluation, and the student's oral and visual reports. The oral and visual report format and content shall be discussed with the Internship Chairman prior to beginning the internship.
5. To receive credit for this work experience, all students participating in this program will be required to enroll in LA 3010. A student may earn a total of 6 credits through this program and can receive 1 credit for each 160 hours (1 month) of work experience. Part-time work will be considered based on the total number of hours worked (160 hrs/credit). A maximum of 4 credits can be earned with one cooperator. A student will enroll in the course, LA 3010, after the internship has been completed and the hours for course credit have been determined.
6. No credit will be allowed unless the student has the approval of the cooperator, and the Internship Chairman prior to the **BEGINNING** of the internship period.
7. The Internship is regarded as a supplement to formal course work at the University.
8. To receive credit for an Internship, the work must be accomplished under a professional, and no credit will be given for employment in business owned or operated by the student's family.
9. No credit will be granted to a student working on his/her home enterprise or any related family business.
10. The student must have at least one semester remaining on campus to participate in the Internship Program.
11. The Student Intern is responsible for arranging transportation to and from the place of employment, housing and board and his protection and coverage for health and accident insurance, workmen's compensation and liability insurance.
12. The Student Intern's salary is a matter to be decided by mutual agreement of the Student Intern and Cooperator.

## **STUDENT EVALUATION**

The Internship Chairman has the primary responsibility for evaluating the student's program and assigning the final grade.

1. Administrative forms attachments 1, 2, 4, 5 and 6 must be completed and submitted promptly. These reports constitute 10% of the course grade at the end of each month: May, June, July & the first half of August.
2. Monthly Reports (Attachment 3) from the Student Intern will be submitted to the Internship Chairman. These reports will bear the signature of approval of both the Student Intern and the Cooperator. These reports constitute 20% of the course grade. They are due at the end of the month.

Monthly Reports turned in late will be reduced at the rate of a + or - for each half day late. For example, a "B" project turned in 1½ days late will be marked "C" (1<sup>st</sup> ½ day = B, 2<sup>nd</sup> ½ day = C+, and 3<sup>rd</sup> ½ day = "C"). The maximum grade for excessively late completed work is 60 or D-. Extensions may be given only if events are beyond the control of the students, e.g., illness, death in the family, etc. by providing acceptable documentation.

3. An oral report supplemented by graphic materials/slides of the intern's experience will be presented to interested students and faculty during the semester immediately following the Internship.
4. The Internship Chairman will attempt to visit with the Student Intern and cooperator during the Intern Program.
5. The Student Intern will complete and submit Student's Final Evaluation Form (Attachment 4) at the end of the Internship.
6. The Student Intern will request the Cooperator to complete and submit a Cooperator's Final Evaluation Form (Attachment 5) and Certification of Hours Worked (Attachment 6) at the end of the Internship.
7. Assignment of the final grade is made by the Internship Chairman, who will give consideration to the Cooperator's Final Evaluation, the Monthly Reports, and the Student Intern's oral presentation.

## **STUDENT RESPONSIBILITIES**

The success of the Internship Program depends largely upon how well the Student Intern understands and fulfills their responsibilities. The principal obligations of the Student Intern are:

1. Determine his or her eligibility for the Internship by a conference with the Internship Chairman.
2. Complete an application (Attachment 2) for the Internship Program and have it approved by the Internship Chairman.
3. Discuss thoroughly with the Internship Chairman and Cooperator the responsibilities and

objectives of the Intern Program activity.

4. The Student Intern will submit to the Cooperator a Pre-Professional Experience Evaluation Form (Attachment 1) for completion and return it to the Internship Chairman for approval.
5. Meet with the Cooperator to develop the terms of a private agreement. The agreement should include dates to begin and end the employment, working hours, days off, wages, board (if applicable), insurance, responsibilities of the Student Intern and other important information.
6. Report directly to the Cooperator for instructions. Interns are expected to follow instructions given, to carry out policies and duties outlined by supervisors and to meet all schedules, commitments, and arrangements made in connection with their assignments.
7. Interns should notify the Cooperator in advance when unable to report for work. In case of prolonged illness, accident or emergency, notify both the Cooperator and the Internship Chairman. The OSU phone number is (405) 744-5414.
8. Discuss with the Internship Chairman and/or Cooperator any problems which cannot be resolved by the student alone.
9. Establish regular periodic conferences with the Cooperator.
10. Submit monthly reports in a timely manner or otherwise be subject to a 5% grade deduction for each day late to a maximum deduction of 60%. Reports are due at the end of the month.
11. Meet with the Internship Chairman after the Intern Program has been completed to determine the number of credit hours to be applied for.
12. Register for the appropriate number of credit hours in LA 3010 after the internship has been completed, i.e., typically in the fall semester.
13. Prepare and present visual and oral reports and evaluations of the Intern Program during the semester following the internship.

### **EMPLOYER SUPERVISOR'S RESPONSIBILITIES**

The Employer Supervisor's role is both that of employer and teacher. The Employers supervisor has knowledge, experience and equipment that cannot be found in a classroom but which, when shared with the student, can add a new dimension to the Intern's education. The Employer supervisor's responsibilities include:

1. Providing the student with a learning experience through a work and counseling association.
2. Encouraging the student to serve as a productive, thinking, employee during the Intern Program experience.
3. Reviewing with the student the goals and purposes set for the work experience and furnishing appropriate counseling and guidance during the student's work experience.
4. Have intern complete a monthly report; Sign and mail report to the OSU Internship Chairperson.
5. Assisting the Internship Chairman by means of a final written evaluation of the Student Interns performance.

(Please print in ink or type)

**ATTACHMENT 1**  
**Pre-professional Experience Evaluation Form**  
**For Students in**  
**Landscape Architecture or Contracting**

Firm/Office \_\_\_\_\_ Intern supervisor \_\_\_\_\_  
Address \_\_\_\_\_ Office type \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

The following is a list of typical job work assignments which will qualify for a student internship in either field.

Landscape Architecture

Landscape Contracting

drafting  
data collection  
field survey  
land surveying  
site planning  
land use/urban planning  
environment planning  
planting design  
recreation planning & design  
graphic presentations  
oral presentations  
grading plans  
field inspection  
other (specify)

commercial/residential design  
installation of plant materials  
irrigation in installation  
field inspection  
retail sales  
other (specify)

Please list or circle the above proposed types of work assignments for the internship based on discussions with prospective employer/collaborator.

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Employer Supervisor's Name

\_\_\_\_\_  
Internship Chairman

**Deliver to: Dr. Charles L. Leider, Internship Chairman, Landscape Architecture Program, 360 Agriculture Hall, Stillwater, OK 74078-6027; FAX 405 744-9709; E-mail charles.leider@okstate.edu**

(Please print in ink or type)

**ATTACHMENT 2**  
**Application for a Student Internship**  
**Landscape Architecture Program**  
**Oklahoma State University**

Name \_\_\_\_\_ Date \_\_\_\_\_

Stillwater Address \_\_\_\_\_ Phone \_\_\_\_\_

Credit Hours Completed \_\_\_\_\_ Overall GPA \_\_\_\_\_

Academic Advisor \_\_\_\_\_ Major GPA \_\_\_\_\_

1. Attach an unofficial grade report from advisor.
2. List activities both on - and off-campus while in college  
(include student organizations, special projects, etc.)

---

---

---

3. List and describe the jobs which you have held. List the most recent job first.

---

---

---

4. Briefly state why you want to be involved in this program and what you expect to gain from it. Be specific.

---

---

---

5. List the names, addresses and telephone numbers of three references.  
(include title or position)

---

---

---

---

**ATTACHMENT 2 (Continued)**

- 6. Academic advisor's signature indicating approval: \_\_\_\_\_
- 7. Employer's Name \_\_\_\_\_ Title \_\_\_\_\_  
Agency or Firm \_\_\_\_\_  
Address \_\_\_\_\_  
Office Phone \_\_\_\_\_  
Dates of involvement in the internship:  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Indicate arrangements for days and hours to be involved and expected  
time off:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor will complete after Internship is completed.**

- 1. Total number of Student Intern hours worked \_\_\_\_\_  
(Summarized) from Monthly Reports)
- 2. Credit hours awarded \_\_\_\_\_ (1 credit hr./160 hrs.  
worked)
- 3. Grading Score: Complete well written monthly reports on time (end of the month) and email  
or mail reports on the last working day of each month and at the end of the internship (20%)  
\_\_\_\_\_  
  
Verbal slide presentation to LA 1013 or similar class (15 min) with question & answer  
period (10 min) (70%) \_\_\_\_\_  
Paper work completed on time (10%) \_\_\_\_\_  
Total Score \_\_\_\_\_

**ATTACHMENT 2 (Continued)**

**APPROVAL**

I agree to abide by all of the conditions and to contact the Internship Chairman by phone should any problem arise. I have been briefed on my responsibilities by the Internship Chairman.

Approved:

\_\_\_\_\_  
Internship Chairman

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Deliver to: Dr. Charles L. Leider, Internship Chairman, Landscape Architecture Program,  
360 Agriculture Hall, Stillwater, OK 74078-6027. Fax # (405) 744-9709  
Email: charles.leider@okstate.edu**

revised 08/31/06





**ATTACHMENT 4**  
**Student's Final Evaluation**  
**Student Internship**  
**Landscape Architecture Program**  
**Oklahoma State University**  
**Stillwater, OK 74078-6027**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Cooperator \_\_\_\_\_ Address \_\_\_\_\_

Name of Business Firm or Agency \_\_\_\_\_

**A. EVALUATION OF COOPERATOR'S PERSONAL CHARACTERISTICS**

Rating Scale:

1 = Excellent

2 = Very Good

3 = Average

4 = Fair

5 = Unsatisfactory

<u>Characteristics</u>	<u>Rating</u>
Ability to teach	_____
Interest in teaching	_____
Ability to supervise and counsel	_____
Willingness to provide guidance	_____
Relationships with other employees	_____
Enthusiasm	_____
Courtesy	_____
Fairness in dealing with employees	_____
Overall performance	_____

**B. GENERAL QUESTIONS**

1. When considering the total Internship Program, what were the:

Strong points: \_\_\_\_\_  
\_\_\_\_\_

Weak points: \_\_\_\_\_

**ATTACHMENT 4 (Continued)**

B. GENERAL QUESTIONS (cont.)

2. What changes would you recommend regarding the Internship Program?

---

---

---

---

---

---

3. Would you recommend a similar experience for other students who might follow you? Why or why not?

---

---

---

---

4. Do you feel that you were justified in receiving university credit for this experience? Why or why not?

---

---

---

---

5. Other comments:

---

---

---

---

PLEASE MAIL TO:

Dr. Charles Leider, Internship Chairman  
360 Agriculture Hall  
Program of Landscape Architecture  
Oklahoma State University  
Stillwater, OK 74078-6027  
FAX # (405) 744-9709  
Email: charles.leider@okstate.edu

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date mailed

**ATTACHMENT 5**  
**Employer's Final Evaluation**

**Student Internship  
Landscape Architecture Program  
Oklahoma State University  
Stillwater, OK 74078-6027**

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

**A. RATING OF STUDENT CHARACTERISTICS**

Using the rating scale, please evaluate the following characteristics for the above named student. If the student made noticeable improvement in any of the characteristics during his/her program, also please make note of the fact.

Rating Scale:

- 1 = Excellent
- 2 = Very Good
- 3 = Average
- 4 = Fair
- 5 = Unsatisfactory

<u>Characteristics</u> <u>of the program</u>	<u>Rating</u>	Check if noticeable improvement since the beginning
Ability to learn	_____	_____
Interest in learning	_____	_____
Speed of completing responsibilities	_____	_____
Ability to perform with supervision	_____	_____
Willingness to receive guidance	_____	_____
Relationship with other employees	_____	_____
Dependability and reliability	_____	_____
Thoroughness in completing tasks	_____	_____
Judgment	_____	_____
Personal appearance	_____	_____
Enthusiasm	_____	_____
Courtesy	_____	_____
Overall performance	_____	_____

**ATTACHMENT 5 (Continued)**

**B. GENERAL QUESTIONS**

1. Beginning wage or salary: \_\_\_\_\_ Final wage or salary: \_\_\_\_\_

Did this student earn the wages received? (Please explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What characteristics did you like most about this student?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. In what ways can the student improve?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Suggestions for improving the Internship Program (selection of student, specification of tasks to be performed, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Would you be willing to participate in the Internship Program next year?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAIL TO:**

Dr. Charles Leider, Internship Chairman

360 Agriculture Hall  
Program of Landscape Architecture

Oklahoma State University

Stillwater, OK 74078-6027

Telephone: (405) 744-5420

(405) 372-2810

FAX # (405) 744-9709

Email: charles.leider@okstate.edu

\_\_\_\_\_

Supervisor's signature

\_\_\_\_\_

Position

\_\_\_\_\_

Firm/Office

\_\_\_\_\_

Date

