

# Landscape Architecture Internship Handbook

Department of Horticulture and Landscape Architecture  
Oklahoma State University



Image: Jared Merz and John Schroeder, 2011

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## SYLLABUS

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<b>INSTRUCTOR &amp; INTERNSHIP COORDINATOR:</b>	Michael Holmes, Associate Professor 348 AG Hall, Stillwater, OK 74074 <a href="mailto:michael.holmes@okstate.edu">michael.holmes@okstate.edu</a> 405.744.7333
<b>ELIGIBILITY:</b>	Students must have successfully completed at least 24 credit hours with a minimum GPA of 2.0 and have at least one semester remaining toward degree completion. Typically students do their internship the summer after their 3 <sup>rd</sup> or 4 <sup>th</sup> year.
<b>ENROLLING:</b>	Students must enroll in LA3010.
<b>CREDIT:</b>	2 credits are required for the degree in Landscape Architecture. 1 credit is earned for each 160 hours worked. Up to 6 internship credits may count toward a BLA degree.
<b>GRADING:</b>	Grading is Pass/Fail and is based on fulfilling <b>ALL</b> course requirements listed below.
<b>COURSE REQUIREMENTS:</b>	Each of the following requirements must be met to pass LA3010. <ol style="list-style-type: none"><li>1. Complete the internship application and have it approved by the student's academic advisor <b>BEFORE</b> the internship begins.</li><li>2. Work the required hours (360 hours is required for 2 credits).</li><li>3. Complete monthly reports (2 pages each) these are due on the 1<sup>st</sup> of each month and turn them in on time to the faculty internship coordinator.</li><li>4. Make an 8 minute presentation to the Department on designated internship seminar dates or by arrangement with the faculty internship coordinator.</li><li>5. Complete the form: Student's Evaluation of Internship.</li><li>6. Have the cooperator complete the form: Cooperator's Evaluation of Student.</li></ol>

## RESPONSIBILITIES

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Students should supply a copy of this page to their cooperators before the internship begins.

### **STUDENT RESPONSIBILITIES:**

Students must find their own internship. Advisors should be a source of potential contacts but the responsibility for securing an internship lies solely with the student.

Students must consider their internship a professional responsibility and must fulfill the obligations agreed upon with the cooperator with all professionalism and integrity.

Salary, housing, health insurance, travel, scheduled time off, length of internship, job responsibilities, etc. must be negotiated by the student.

If it is not possible to fulfill all obligations the student must communicate that as soon as possible to the cooperator and to the faculty internship coordinator.

### **COOPERATOR RESPONSIBILITIES:**

Provide the student with a broad learning experience.

Encourage the student to serve as a productive, thinking employee during the internship.

Review with the student the goals and purposes set for the work experience and furnish appropriate counseling and guidance during the student's work experience.

Sign monthly reports or email the advisor confirming the hours worked by the student.

Complete the form: Cooperator's Evaluation of Student.

## APPLICATION

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### Student

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Academic Advisor \_\_\_\_\_

### Cooperator

Company \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Beginning date of internship: \_\_\_\_\_

Ending date of internship: \_\_\_\_\_

Indicate any special arrangements for days or time off:

Note that your commitment to your cooperator is not linked to academic credit. If you committed to working until a specific date you are expected to do so even if you meet the hours required for academic credit before that date.

Number of academic credits expected from completing this internship: \_\_\_\_\_  
(Typically 2-3 credits, 1 credit for each 160 hours worked).

## MONTHLY REPORT

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Student \_\_\_\_\_

Company \_\_\_\_\_

Supervisor \_\_\_\_\_

Dates Covered by \_\_\_\_\_  
This Report

Today's Date \_\_\_\_\_

**Summarize what knowledge and experience you have gained and give a brief description of your activities during this period of your internship.**

The report must be computer generated and should be 2 pages.

Mail the completed, signed report to your internship coordinator or email the report.

And ask your cooperater to send an email to the faculty internship coordinator confirming hours worked.

**Monthly reports are on the 1<sup>st</sup> of each month (June 1<sup>st</sup>, July 1<sup>st</sup>, and Aug 1<sup>st</sup>) and at the conclusion of the internship.**

## COOPERATOR'S EVALUATION OF STUDENT

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To be completed by the intern supervisor. **Fax, email, or standard mail to Faculty Internship Coordinator by 2<sup>nd</sup> Friday, in August. (for summer internship)** Forms not received by that date may result in the student receiving a grade of "Incomplete" for the summer semester. Thank you for your help!

Supervisor's name and position: \_\_\_\_\_

Intern Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Total Hours Worked \_\_\_\_\_  
By the Student

Signature \_\_\_\_\_  
(verifying hours worked)

Introduction: Please indicate your evaluation of the student's performance during the internship periods. Rate each behavioral statement by circling one number that best represents the intern's level of performance in regard to identified behavior. Please include comments in the space provided, as needed.

- |   |                 |   |
|---|-----------------|---|
| 1 | Unsatisfactory  | Never demonstrates this ability/does not meet expectations        |
| 2 | Uncomplimentary | Seldom demonstrates this ability/rarely meets expectations        |
| 3 | Fair            | Sometimes demonstrates this ability/meets expectations            |
| 4 | Commendable     | Usually demonstrates this ability/sometimes exceeds expectations  |
| 5 | Exceptional     | Always demonstrates this ability/consistently exceed expectations |

<b>Ability to Learn</b>		Unsatisfactory			Exceptional		
	Observes and/or pays attention to others	1	2	3	4	5	
	Asks pertinent and purposeful questions	1	2	3	4	5	
	Seeks out and utilizes appropriate resources	1	2	3	4	5	
	Accepts responsibility for mistakes and learns from experiences	1	2	3	4	5	
	Is open to new experiences; take appropriate risks	1	2	3	4	5	

<b>Creative Thinking &amp; Problem Solving Skills</b>						
	Seeks to comprehend and understand the “big picture”	1	2	3	4	5
	Breaks down complex tasks/problems into manageable pieces	1	2	3	4	5
	Brainstorms/develops options and ideas	1	2	3	4	5
	Respects input and ideas from other sources and people	1	2	3	4	5
	Demonstrates an analytical capacity	1	2	3	4	5
<b>Professional &amp; Career Development Skills</b>						
	Seeks to understand personal strengths and weaknesses	1	2	3	4	5
	Exhibits self-motivated approach to work	1	2	3	4	5
	Demonstrates ability to set appropriate priorities/goals	1	2	3	4	5
	Exhibits professional behavior and attitude	1	2	3	4	5
	Manages personal expectation consistent with work role	1	2	3	4	5
	Show interest in determining career direction	1	2	3	4	5
<b>Interpersonal &amp; Teamwork Skills</b>						
	Relates to co-workers effectively	1	2	3	4	5
	Relates to customers/clients effectively	1	2	3	4	5
	Manages and resolves conflict in an effective manner	1	2	3	4	5
	Supports and contributes to a team atmosphere	1	2	3	4	5
	Controls emotions in a manner appropriate for work	1	2	3	4	5
	Demonstrates assertive but appropriate behavior	1	2	3	4	5
<b>Organizational Effectiveness Skills</b>						
	Seeks to understand and support organization’s mission/goals	1	2	3	4	5
	Fits in with the standards and expectations of the organization	1	2	3	4	5
	Works within appropriate authority and decision-making channels	1	2	3	4	5
	Demonstrates a sense of responsibility and confidentiality	1	2	3	4	5
	Interacts effectively and appropriately with supervisor	1	2	3	4	5
<b>Basic Work Habits</b>						
	Reports to work as scheduled	1	2	3	4	5
	Is prompt in showing up to work and meeting	1	2	3	4	5
	Exhibits a positive and constructive attitude	1	2	3	4	5
	Exhibits a strong work ethic and high level of initiative	1	2	3	4	5
	Dress and appearance are appropriate for this organization	1	2	3	4	5



<b>Character Attributes</b>												
Brings a sense of values and integrity to the job			1	2	3	4	5					
Seeks to serve other even at the risk of personal inconvenience			1	2	3	4	5					
Refrains from gossip/respects the privacy of others			1	2	3	4	5					
Behaves in an ethical manner			1	2	3	4	5					
Respects diversity (age/religion/cultural/ethnic) of co-workers			1	2	3	4	5					
<b>Overall Performance</b> (please circle one number to indicate the intern's overall performance).												
Unsatisfactory			Poor			Average			Good		Outstanding	
	0	1	2	3	4	5	6	7	8	9	10	

For questions 1-4 please rate the student on their abilities at the end of the internship by checking the appropriate box.

**1. Rate the student's ability to communicate ideas verbally and graphically.**

<input type="checkbox"/>	Deficient	Poor graphic ability and ability to communicate ideas. Graphics were unappealing and did not convey a professional competence in hand graphics or software skill.
<input type="checkbox"/>	Fair	Fair graphic ability and ability to communicate ideas. Graphics were acceptable but did not convey a professional mastery of hand graphics or software skill.
<input type="checkbox"/>	Good	Good graphic ability and ability to communicate ideas. Graphics were clean, appealing, and showed a professional level of competency in hand graphics or software skill.
<input type="checkbox"/>	Excellent	Excellent graphic ability and ability to communicate ideas. Graphics were impressive and showed a mastery of hand graphics or software skill.
<input type="checkbox"/>	Not applicable	Unable to judge the student's abilities.

**2. Rate the student's ability to analyze landscape related problems and propose relevant design solutions.**

<input type="checkbox"/>	Deficient	Design solutions were impractical. Design solutions would not be acceptable to a professional.
<input type="checkbox"/>	Fair	Design solutions were appropriate but not impressive, mundane. Design solutions would be acceptable to a professional but not the preferred solutions.
<input type="checkbox"/>	Good	Design solutions were more than appropriate. Design solutions could be implemented by a professional.
<input type="checkbox"/>	Excellent	Design solutions were impressive and novel. Design solutions would be impressive to a professional.
<input type="checkbox"/>	Not applicable	Unable to judge the student's abilities.

**3. Rate the student's understanding of landscape maintenance and construction techniques.**

<input type="checkbox"/>	Deficient	Student did not display an understanding of maintenance and construction techniques.
<input type="checkbox"/>	Fair	Student displayed a fair understanding of maintenance and construction techniques but not to a level expected of a professional.
<input type="checkbox"/>	Good	Student displayed a more than adequate understanding of maintenance and construction techniques.
<input type="checkbox"/>	Excellent	Student had an impressive understanding of maintenance and construction techniques including techniques that would be considered novel or impressive to a professional.
<input type="checkbox"/>	Not applicable	Unable to judge the student's abilities.

**4. Rate the student's knowledge of plant materials, their use, and care.**

<input type="checkbox"/>	Deficient	Student did not display an adequate knowledge of plant materials, their use, and care.
<input type="checkbox"/>	Fair	Student displayed an adequate knowledge of plant materials, their use, and care.
<input type="checkbox"/>	Good	Student displayed a good working knowledge of plant materials, their use, and care. Student was familiar with species and cultivars.
<input type="checkbox"/>	Excellent	Student displayed an excellent knowledge of plants materials. Student was familiar with interesting and novel species and cultivars.
<input type="checkbox"/>	Not applicable	Unable to judge the student's abilities.

5. How well was the student prepared for this internship?

6. Strengths: What are the student's strengths?

7. Weaknesses: Where does the student need to improve?

8. Wage at start of internship \_\_\_\_\_. Wage at end of internship \_\_\_\_\_.

9. Would you be willing to participate in the internship program again?

Yes     No    Why, or Why Not?

**CONSENT**

Please check whether you "do" or "do not" provide consent for release of your evaluation directly to the student.

I  **do**  **do not** provide consent for release of the evaluation to the student.

Cooperator's Signature \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE MAIL OR EMAIL COMPLETED FORM TO:**

Prof. Michael Holmes  
Department of Horticulture and Landscape Architecture  
358 Ag Hall  
Stillwater, OK 74078

michael.holmes@okstate.edu

**Thank you for your cooperation!**

**The internship program is an important element of the student's education & we could not do it without you.**  
Please note that students cannot get credit for their internship until we receive your evaluation.

## STUDENT'S EVALUATION OF INTERNSHIP

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Student \_\_\_\_\_

Cooperator \_\_\_\_\_

### Evaluation of Cooperator and Internship Program

1. Do you feel that the cooperator did a good job of showing you different aspects of the business or were you stuck doing the same tasks? Explain.

2. How could have your internship experience been improved?

3. Do you have any suggestions for the internship program in general?

4. How could you have been better prepared for the internship?

5. Would you recommend this company for future internships?

YES     NO    Why or why not?

6. Wage at start of internship \_\_\_\_\_. Wage at end of internship \_\_\_\_\_.

**Self-evaluation**

Evaluate your abilities at the end of the internship on a five-point scale or mark not applicable.

7. I was able to communicate my ideas effectively, like a professional.

1	2	3	4	5	NA
Strongly disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable

8. I was successful at analyzing landscape related problems and was able to propose relevant design solutions that would be acceptable to a professional.

1	2	3	4	5	NA
Strongly disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable

9. I displayed an understanding of landscape maintenance and construction techniques that would be expected of a professional.

1	2	3	4	5	NA
Strongly disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable

10. I was knowledgeable about plant materials, their use, care, and maintenance.

1	2	3	4	5	NA
Strongly disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable

**AT THE COMPLETION OF YOUR INTERNSHIP,  
RETURN THIS EVALUATION FORM TO THE INTERNSHIP CORDINATOR.**

## **GUIDELINES FOR PRESENTATION**

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The final presentation is an 8 minute oral report given to the Department at date during to be determined the fall semester.

Most students give a Power Point presentation so taking photographs during the internship is imperative. The presentation should showcase the company you worked for, what you did, learned, created, and accomplished.