

DESCRIPTION OF LARCH 476/601 PRACTICUM

The Practicum Program

LARCH 476/601 PRACTICUM – Exposure to the profession by work experiences at various levels of professional endeavor is open to fifth-year Landscape Architecture students, graduate and undergraduate. Practicum requires three and one-half hours of office time per week, for ten weeks, per credit. Therefore, six credits involves approximately twenty hours of office work per week. Generally, students choose to work twenty hours per week for ten weeks, for the six-credits option. However, this is a variable credit course and some students have split their time between a private office and a governmental agency, working ten hours per week for three credits in each place, for a total of six credits. The hours may be completed in fewer or more than ten weeks (i.e. five weeks @ forty hours/week) depending on the office/student's needs. There is a limit of six credits for LARCH 476 and nine credits for LARCH 601 allowed. However, with permission from undergraduate or graduate program coordinators, LARCH 499 or LARCH 600 credits for Practicum/Internships, can be used.

Each student participating in a Practicum prepares a personal resume and a simple portfolio for submission to the host office, and maintains a complete work log during his/her time working at that office. Students who earn academic credit for Practicum typically do not also receive pay. Offices participating in the UW Practicum Program have agreed to provide mentorship (opposed to financial compensation) in the professional practice setting as an educational experience. In certain circumstances, however, a student may receive both academic credit and pay if a prior negotiation or agreement has been made with the host office. Pay is optional, must be arranged by the student and agreed to by the host office, and is more likely if the student is highly skilled.

NOTE: Practicum credits may not be used to replace a studio requirement.

Procedures for Instituting a Practicum

Students interested in taking the course make an appointment with the faculty person in charge of Practicum to discuss what they want to do and when they are going to enroll. Following that, students will contact various offices and try to arrange for the most appropriate office/agency to host them. The Department will keep a list of firms interested in hosting practicums but students are not limited to this list. Students are expected to set up an appointment with an office to show their portfolio and resume and participate in an interview. The appointment is not a commitment for that office to host a student, but a chance for them to meet and evaluate the student's skills. If that meeting is successful (most are), a time schedule will be worked out with the office. The Practicum can then begin and be completed according to the agreed upon schedule.

When the Practicum is completed, the host office will return an evaluation of the student's work on a form which has been provided by the Department, and the student will submit his/her record of work to the appropriate advisor.

Steps students should take to initiate and complete a Practicum:

1. Set up an appointment with the Practicum faculty to discuss your intentions
2. Contact offices to learn of opportunities and set up interview appointments.
3. Meet with the office to show your portfolio and make arrangements for the Practicum. Take forms with you to provide information to the office and get their official approval.
4. Submit required forms to the LA Department to register for credit
5. Keep ongoing records of your work (see form), and submit to your advisor at the end of the term.
6. Request an evaluation of your performance, to be submitted to the LA Department on the Department form that you provide to your office supervisor.

Department of Landscape Architecture
College of Built Environments
University of Washington

STUDENT PRACTICUM / INTERNSHIP

The Department of Landscape Architecture at the University of Washington encourages BLA and MLA students to gain experience in practice while earning their degree to better prepare students for future professional work. The Department works with local firms and agencies to arrange mutually beneficial opportunities for hosting students.

Typically, students are in the last year of the degree program and have successfully completed a breadth of courses including design studios, plants, CAD and other computer software, and professional practice and have produced a set of construction documents for a small project. Students work with the Department to contact firms or agencies to arrange interviews and determine interest in hosting a student. Students may earn academic credit from the Department and/or financial compensation from the firm/agency, criteria for determining the type of compensation is described below.

Skills you could expect a student to possess (practicum or internship):

- Understanding of design and design process
- Basic understanding and experience with CAD, GIS and Adobe software
- Basic understanding of construction documentation set and process (have completed Large Scale Construction studio)
- Basic understanding of plants and natural systems
- Basic understanding of grading and drainage
- Experience building models
- Experience producing illustrative plans, sections and vignettes
- Experience documenting site through drawing, photography and video
- Experience assembling presentations (powerpoint and boards)

Examples of student work can be found on the department website: www.larch.be.washington.edu or click ***here***

If your firm is interested in hosting a practicum or internship, please contact *Nancy Rottle, Department Coordinator* at ***nrottle@u.washington.edu*** or 206-543-7897.

Student Practicum / Internship

practicum

students earn academic credit

- Purpose:** Provide *exposure to professional practice* for students completing a professional degree in landscape architecture.
- Student Compensation:** Academic credits: 3 credits (10 hrs/wk for 10 weeks) to 6 credits (20 hrs/wk for 10 weeks); Monetary payment in addition to academic credit is at the discretion of the firm/agency
- When:** Typically in the Fall quarter (October – December for 10 weeks)
Students may also arrange with a firm/agency to fulfill practicum requirements during the summer or other quarters with approval from their academic advisor
- Time Commitment:** Variable: min. 10 hrs/week to max. 20 hrs/week for 10 weeks to meet Dept. requirements for academic credit. Additional hours (not for credit) are at the discretion of and in agreement between the firm/agency and student.
Student may also propose alternative schedules equivalent to above requirements, such as 40 hrs/week for 5 weeks.
- Firm/Agency Cost:** Varies.

Student Responsibilities:

- Identify and arrange the practicum
- Interview and submit resume and portfolio
- Arrive on time, prepared to work
- Conduct themselves in a professional manner
- Maintain a weekly work log

Firm / Agency Responsibilities:

- Identify contact person for Department
- Document student's work on form provided by Department at end of practicum
- Provide varied exposure to the field of landscape architecture and related projects

Expected types of experience:

- Attend Client Meetings
- Attend Design team meetings
- Attend site visits (preference for projects under construction)
- Aid in preparing marketing materials
- Aid in preparing client/public presentations
- Participate in in-house design sessions
- Aid on concept design / schematic design documents
- Aid in assembling construction documents
- Construct models
- Conduct product research

How it Happens:

- If your firm/agency is interested in hosting a Practicum, please contact the Landscape Dept.
- If a student is interested in a Practicum at your firm/agency, the student will define the practicum and work logistics (such as number of credits, which academic quarter, etc) with his/her faculty advisor and then will contact your firm/agency to arrange an interview. Students are expected to prepare a resume and portfolio for the interview, as well as to give thought to the type of experience they are most interested in (such as type of project, design studies, CAD work, marketing, etc).
- The interview allows your firm/agency an opportunity to meet the student and assess their skills and fit for your firm/agency.
- Following the interview, if a firm/agency is interested in pursuing the practicum, the firm/agency will coordinate with the student to determine a weekly schedule for working in the office for a 10 week period (number of hours per week will be determined by the number of credits the student is enrolled for). Students may work additional hours above and beyond the amount required for the academic credits, however, they will not receive additional credits for that time.
- At the end of the 10 week period, the firm/agency will complete a form documenting the student's work at the firm/agency. The student should provide the form to the firm/agency.

Student Practicum / Internship

internship: unpaid

students are mentored

Purpose: Provide *mentoring opportunity* for students majoring in landscape architecture

Student Compensation: Mentoring opportunity in professional office
No academic credit or monetary compensation

When: Varies at discretion of firm/agency; examples may be weekly commitment during academic year or temporary summer internship

Time Commitment: Varies, if during academic year max. 20 hours/week is recommended

Firm/Agency Cost: Not applicable

Student Responsibilities:

- Arrange the internship, interview and submit portfolio and resume
- Arrive on time, prepared to work
- Conduct themselves in a professional manner
- Identify learning opportunities
- Respectfully respond to mentoring activities
- At discretion of firm/agency in conjunction with student

Firm / Agency Responsibilities:

- At discretion of firm/agency in conjunction with student provide varied exposure to the field of landscape architecture and projects including
- Provide regular mentoring meetings
- Respond to student requests for advice, inquiries about profession and related requests.

Expected types of experience:

- One-on-one time with Project Managers / Principals
- Attend Client Meetings
- Attend Design team meetings
- Attend site visits (preference for projects under construction)
- Participate in in-house design sessions
- Aid on concept design / schematic design documents
- Aid in assembling construction documents
- Aid in preparing client/public presentations
- Aid in preparing marketing materials
- Construct models
- Conduct product research

How it Happens:

- Firm/agency may contact Department for student recommendations/submissions. Student may contact firm/agency directly.

Student Practicum / Internship

internship: paid

students earn monetary compensation

Purpose: Provide ***employment opportunity*** in a professional landscape architecture office for any student pursuing a degree in landscape architecture

Student Compensation: Paid salary
No academic credit

When: Varies at discretion of firm/agency; can be weekly commitment during academic year or temporary summer internship

Time Commitment: Varies, if during academic year max. 20 hours/week is recommended

Firm/Agency Cost: Varies, compensation should be commensurate to skills and work

Student Responsibilities:

- Apply for position per firm/agency's requirements
- Arrive on time, prepared to work
- At discretion of firm/agency in conjunction with student

Firm / Agency Responsibilities:

- At discretion of firm/agency

Expected types of experience:

- At discretion of firm/agency in conjunction with student

How it Happens:

- Firm/agency may contact Department for student recommendations/submissions. Student may contact firm/agency directly.

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PRACTICUM CHECKLIST OF POSSIBLE EDUCATIONAL EXPERIENCES FOR OFFICE ACTIVITIES

Coding Documents, Program and Master Plan Documents
Project Site Visits
Mapping
Assist Plant Layout
Plant Selection
Planting Design
Permit Intake and Project Review
Concept Design
Master Planning Process
Detail Drawings
Assist in CD Detail Production
Calculate Project Probable Cost For Construction (Cost Estimating)
Product Research
Custom Design or Refinement
Base Maps
Master Plant List
Grading Plan
Site Photography
Write Client and Vendor Transmittals
Perspective Sketches - hand drawn, digital
Presentations (PowerPoint, Boards)
Communications – Clients, Contractors, Vendors, Staff, Communities, Architects, Engineers
Project Design
Illustrative Drawing - hand, digital
CADD Drafting
Rhino
Website Design
Illustrative Video
Filming of Site
Model Building
Marketing

**LARC 476/601 – PRACTICUM
RECORD OF STUDENT'S WORK**

AT _____
(Name of Firm)

Student's Name _____

Supervisor's Name _____

Instructions: Please indicate the dates, tasks you were involved with, and approximate time spent on the project(s). Add lines or submit additional sheets as needed. This form, and the Practicum Evaluation form which has been sent to your Supervisor, is to be returned to the UW Department of Landscape Architecture before current quarter's end.

WEEK 1 _____

WEEK 2 _____

WEEK 3 _____

WEEK 4 _____

WEEK 5

WEEK 6

WEEK 7

WEEK 8

WEEK 9

WEEK 10
