

**Internship Agreement**  
between  
**Internship Sponsor,**  
**Landscape Architecture Program**  
and  
**Student Intern**

Eligibility: The Landscape Architecture program at Kansas State University encourages its students to seek and participate in a 3 month, 8 to 10 week summer internship, or an extended spring and summer internship of 28 weeks.

Purpose: The objective of the Landscape Architecture program's internship is to offer its students the opportunity to broaden their educational experiences by actively participating in a professional landscape architecture, architecture, planning, or engineering office work environment.

**Responsibilities:**

Internship Sponsor: It is the intent of the internship that 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 a Student Intern will participate in design discussions and decisions, attend presentations, meet clients, and be given every opportunity to contribute to the success of a project in accordance with his/her capabilities.

The Internship Sponsor is responsible for providing the Intern direction and work reviews on a regular basis by an assigned office mentor, preferably a landscape architect. It is of particular interest that the Intern understands the organization of the office, how project decisions are made, project management processes, and office research methods. 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.

Landscape Architecture Program: Credit hours will be assigned to the student for courses related to the internship experience. There is no intent by the Landscape Architecture program to delay a student's ability to graduate in a timely manner by participating in an internship experience. The Intern has course responsibilities and assignments which will be submitted for faculty review upon his/her return to the University. The work will be reviewed by the Landscape Architecture faculty and a grade assigned by the Program's Internship Director. A grade will be given for the work products required of the student intern and will not reflect office performance.

Student: The Intern will be responsible for participating and executing, to the best of his/her abilities, work assigned by the Internship Sponsor.

\_\_\_\_\_  
Student Intern Signature      Date

\_\_\_\_\_  
Typed/Printed Student Intern

\_\_\_\_\_  
Internship Sponsor Signature      Date

\_\_\_\_\_  
Typed/Printed Internship Sponsor

\_\_\_\_\_  
Stephanie Rolley, Department Head      Date  
Landscape Architecture Program

**Firm Information:**  
**Please Print**

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_