



BRITISH COLUMBIA SOCIETY
OF LANDSCAPE ARCHITECTS

BCSLA POLICY ON INTERNSHIP PROGRAM

In 1997 the CSLA component organizations agreed to use a consistent method to document the accumulation of specific skills and knowledge, relative to the profession of Landscape Architecture. This policy was endorsed by the British Columbia Society of Landscape Architects at its Annual General Meeting on February 28, 1998. To address the concerns of those involved and meet the requirements of the society's by-laws and policies an updated policy was approved by the Board of Directors on May 29, 2001. Further revisions will be necessary as the BCSLA's experience with this program continues.

The following process was devised to assist qualified Intern Landscape Architects who complete their formal education in one area of the country, start work in another area and apply for full membership status in yet another area and is one of the requirements for full membership in the BCSLA.

This document includes the definitions, an explanation of the mandatory experience, the reporting requirements, a discussion of the experience records and summaries, an outline of the minimum experience and a general note. Attached are copies of the three-month experience record and six-month summary.

DEFINITIONS

Intern Landscape Architect: An Associate (Intern Landscape Architect) Member of the British Columbia Society of Landscape Architects.

Qualified Advisor: A Landscape Architect or a person who is qualified for reciprocity membership in the BCSLA, who is committed to providing the Intern Landscape Architect with:

- a regular review of work experience;
- instruction on technical skills;
- and support in their endeavors.

Employer: An individual or firm for whom the Intern Landscape Architect is employed undertaking work related to landscape architecture.

MANDATORY EXPERIENCE

Generally, work experience is obtained in an office under the direct supervision of a qualified advisor. Work experience must be obtained to provide sufficient experience to meet the generally accepted standards of practical skill and an appropriate level of competence required to engage in the practice of the profession of landscape architecture. It is the responsibility of the Intern Landscape Architect to seek employment that will provide the required scope of experience.

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Mandatory Experience (continued)

When an Intern Landscape Architect is not able to find employment under direct supervision of an advisor, they will require the endorsement signatures from both their employer and an outside qualified advisor on the Monthly Experience Record and Three-Month Experience Summary forms.

Experience is required in a minimum of five of the following eight areas:

1. Design Development (minimum 300 hours)

This shall include Site Inventory / Survey / Base Info, Legislative / Code / By-law Review, Programming and Conceptual Design.

2. Detail Design (minimum 225 hours)

This shall include Preliminary Site Plan, Rendering / Photography / Models, and Client / Public Presentations

3. Contract Documents (minimum 1275 hours)

This shall include the assembling and preparation of Grading / Drainage Plans, Irrigation Plans, Planting Plans, Plant Lists, Planting Details, Fence / Trellis / Shelter Details, Retaining Wall / Stair / Ramp Details, Specification Writing, Cost Estimating / Control Tender Admin. and Contract Award related to projects for which the Intern Landscape Architect is responsible. Edition of National Master Specifications or office masters to comply with project requirements is acceptable.

4. Contract Administration (minimum 5 Projects)

This shall include Site Meetings, Site Inspection / Reports, Site Instruction / Change Orders and Payment / Completion Certificates.

5. Office Practice (minimum 3 Projects)

This shall include participation in the preparation of Proposals / Fee Calculating, Firm Brochure and Proposal Graphics, Correspondence, Meetings, Project Management Coordination, Budgeting / Costing and Office Management.

6. Open Space Planning (minimum 1 Project)

This may include participation in Process Development, Documentary Research, Site Inventory, Public Meetings /Workshops, Analysis / Synthesis, and Report Writing / Editing.

7. Regulatory Review (minimum 5 Projects)

This may include DP Review and Correspondence, BP Review and Correspondence, and / or Landscape Installation Review.

8. Other (minimum 1 Project)

This can include Teaching, Publishing/Writing, Volunteer or other activities approved by the Membership Committee.

REPORTING REQUIREMENTS

The internship period must offer the Intern Landscape Architect member adequate exposure to the various aspects of the practice of landscape architecture to ensure a level of professional competence.

Qualified Advisor Guidelines

1. Act as the Intern Landscape Architect member's professional advisor by conducting regular meetings with the Intern Landscape Architect to review experience and performance and offer constructive criticism. Contact with the Intern Landscape Architect's employer is also encouraged (if advisor and employer are not one and the same).
2. Advise the Intern Landscape Architect with respect to their professional conduct and philosophy.
3. Counsel the Intern Landscape Architect with respect to a proper approach to technical problems.
4. Review and assess the Intern Landscape Architect's work experience record and advise of any deficiencies, recommending changes of focus if necessary.
5. Certify all aspects of the Intern Landscape Architect's pre-registration experience under their review.

Experience Record & Experience Summary

The Monthly Experience Record details the Intern Landscape Architect's experience gained during the pre-registration period. It provides for recording the time spent within the eight areas of mandatory experience on a weekly occurrence. The record should be used as the basis of discussions between the Advisor and the Intern Landscape Architect at their regular meetings. The Three-Month Experience Summary allows the Intern Landscape Architect, Advisor, Employer and Society to keep track of the Intern's progress and to provide support when needed.

Specific instructions for the completion and submission of the Monthly Experience Record and Three-Month Summary are as follows:

- The Associate is required to make weekly entries on the record sheets detailing the hours spent on each item.
- The Work Experience Record must be recorded neatly in ink. The employer must initial any alterations to the form after it is signed.
- Some work experience tasks can be completed as "Observer" where there is a reluctance on the part of the employer to fully delegate certain work to inexperienced Intern Landscape Architects.
- Every three months the totals from the weekly entries must be transferred to the Three-Month Experience Summary sheet in the appropriate reporting period. The Advisor, Intern Landscape Architect and Employer should all sign off on the applicable reports and summaries.

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Experience Summary (continued)

- The Advisor shall forward a copy of the updated Three-Month Experience Summary sheet to the Membership Committee, who will place this record in the file of the Intern Landscape Architect for future reference.
- Upon the completion of the minimum period in all mandatory experience areas, the Intern Landscape Architect shall include the completed Three-Month Experience Summary sheets and Three Month Experience Records with their completed application for full membership.

Letter to the Board of Examiners

At the time of application for full membership status the Intern Landscape Architect shall include with their membership application a letter outlining their experience and why they feel that they are ready to become registered Landscape Architects.

MINIMUM EXPERIENCE

The Intern Landscape Architect is required to document a minimum of two years (3,600 hours) of work experience distributed adequately over a minimum five of the eight different mandatory work experience areas and is encouraged to complete this within five years of the beginning of the intern process.

GENERAL

A National Internship Program provides for a unified approach to documenting the work experience of an Intern Landscape Architect. The completed documentation of work experience becomes part of the Intern Landscape Architect's application for Full Membership in the BCSLA. Requirements for membership are set by each individual CSLA component organization.

Landscape Architects are encouraged to provide every opportunity possible for Intern Landscape Architects to gain a variety of work experiences. This may include having the Intern Landscape Architect accompany the Landscape Architect as an observer until the Intern Landscape Architect is able to carry out the task on their own. The Intern Landscape Architect may be encouraged to prepare "parallel" documents to those being prepared by their supervisor and to submit these to the Employer and Advisor for review.