

## 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. Requirements for membership are set by each individual CSLA component organization.

The BCSLA Policy on Internship Program 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 Bylaws and policies, an updated policy was approved by the Board of Directors on September 28, 2010. Further revisions will be necessary as the BCSLA's experience with this program continues.

The following process was devised to assist qualified BCSLA Interns 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 and an outline of the minimum experience. Monthly Experience Record and Three-Month Experience Summary forms are available on the BCSLA website at [www.bcsla.org](http://www.bcsla.org).

## DEFINITIONS

**BCSLA Intern:** In accordance with BCSLA Bylaw 2.20 (b):

An Intern is an Associate who has been accepted by the Board into the admission program for Membership in the Society, and on such acceptance the applicant is entitled to use the designation "BCSLA Intern".

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

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

In accordance with BCSLA Bylaws 3.87:

*"Qualified Mentor" means a Registered Landscape Architect, Landscape Architect, or other allied professional with experience, qualifications and knowledge in the area they are mentoring. [Amended: May 3, 2008]*

*"Principal" means a Registered Landscape Architect, Landscape Architect, or other professional approved by the Credentials Committee to supervise the professional experience of an Associate;*

**Employer:** An individual or firm for whom the BCSLA Intern 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 mentor. 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 BCSLA Intern to seek employment that will provide the required scope of experience.

When an Intern is not able to find employment under direct supervision of a qualified mentor, they will require the endorsement signatures from both their employer and an outside qualified mentor 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 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 BCSLA Intern adequate exposure to the various aspects of the practice of landscape architecture to ensure a level of professional competence.

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

**Qualified Mentor Guidelines**

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

## **Experience Record & Experience Summary**

The Monthly Experience Record details the Intern'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 Mentor and the Intern at their regular meetings. The Three-Month Experience Summary allows the Intern, Mentor, 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 Monthly Work Experience Record forms must be recorded online at <https://www.bcsla.org/civicrm/iwel/help> (please see "Recording Monthly Experience Online" for instructions). Although it is not required to send Monthly Work Experience Record forms to the BCSLA, please keep a hard copy of your Records with your Qualified Mentor's stamp and signature as Interns may be asked to provide their Monthly Work Experience Records to the BCSLA upon request. Your employer must initial any alterations to the form after it is signed.
- Some work experience tasks can be completed as "Observer" where there is reluctance on the part of the employer to fully delegate certain work to inexperienced Interns.
- The online system will automatically generate the Three-Month Experience Summaries. Please see "Reviewing Three-Month Summary" for instructions. The Mentor and Intern should all sign off on the applicable reports and summaries, and Three-Month Summaries should be sent to the BCSLA office on a regular basis.
- For each project completed, Interns use a separate sheet of paper to indicate the name of the project, date completed and experience obtained, along with the stamp and signature of their Mentor.
- It is advised that Interns keep a copy for their own records, as the BCSLA assumes no responsibility for lost Experience Summary sheets.

## **MINIMUM EXPERIENCE**

The Intern 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 the intern process.

## **BACKDATING EXPERIENCE**

If an individual applies as a BCSLA Intern and has completed either a BLA or MLA, he or she may request a Reduction in Mandatory Experience for the time worked after completion of the degree and prior to becoming a BCSLA Intern. He or she would need to provide the original BCSLA Three-Month Experience Summary and have his or her 'Qualified Mentor' sign and seal the form. The Qualified Mentor must also provide a letter of recommendation.

The BCSLA Intern may request up to a one-month reduction for every two months worked. There is a maximum reduction of 12 months allowable.

*In BC the title "landscape architect" is regulated in order that members of collateral professions, the construction industry, government and the general public are assured that an individual has completed an accredited professional degree, followed by documented experience.*

## BCSLA INTERN APPLICATION

**NOTE:** The information below applies to British Columbia only. Entry standards vary from one jurisdiction to another.

A BCSLA Intern is a BCSLA Associate who has been accepted by the Board into the Admission Program for Membership in the Society, and on such acceptance, the applicant is entitled to use the designation "BCSLA Intern". A complete copy of the Bylaws is available at [www.bcsla.org/profession/bylaws-standards](http://www.bcsla.org/profession/bylaws-standards). Please read the [Road to Registration](#) and [Internship Policy](#) before applying.

The title "Landscape Architect" is regulated in BC in order that members of collateral professions, the construction industry, the government, and the general public are assured that an individual has completed an accredited professional degree, followed by documented experience in a range of practice areas, and has met the requirements set out in professional exams. In BC, the Use of Title is governed by the Architects (Landscape) Act:

1. A person who is a member in good standing of the society is entitled to use the designation "Landscape Architect".
2. A person who is not a member in good standing of the society must not assume or use that designation in any manner or represent that the person is entitled to do so.

### Application Procedures

1. Please review this material carefully. BCSLA Applications are reviewed monthly except for August and December. All applications are reviewed by the BCSLA Credentials Committee which makes recommendations to the Board of Directors who have the final approval at their monthly meeting (typically the fourth Tuesday of the month).
2. Complete the application in full. Incomplete applications will delay application processing.
3. Required documentation. Proof of academic qualifications:
  - a. Academic transcript (original **or** certified copy sent directly to BCSLA from the learning institution). The transcript will confirm the successful completion of a Bachelor's or master program in Landscape Architecture at an accredited university, **and**
  - b. Academic degree, certificate, or diploma (copy).
  - c. For internationally trained candidates only (outside Canada and US): You must have your credentials evaluated by the International Credentials Evaluation Services (ICES) or World Evaluation Service (WES) and have your Comprehensive ICES Report sent directly from ICES or WES Course by Course Evaluation to the BCSLA office. For more information, please visit [www.bcsla.org/licensure/licensure](http://www.bcsla.org/licensure/licensure).
  - d. If you require an English language proficiency assessment, we will accept [IELTS-Academic](#) or [TOEFL- iBT](#). No other assessment test will be accepted.
4. Attach a current resume in chronological order starting with your most recent employer.
5. Identify your Qualified Mentor and include Appendix A from your Qualified Mentor along with your application. If you are unable to identify a Qualified Mentor, please indicate this in Part B of your application; if you are accepted into the BCSLA Internship program, the BCSLA may be able to assist you in identifying a Qualified Mentor. According to 2017 BCSLA Bylaw 3.87 (p):

*"Qualified Mentor" means a Registered Landscape Architect, Landscape Architect, or other allied professional with experience, qualifications, and knowledge in the area they are mentoring. [Amended: May 3, 2008]*
6. Submit your completed application form and all required documentation by email to [memberservices@bcsla.org](mailto:memberservices@bcsla.org), or by regular mail to the BCSLA office.
7. Submit an application fee of \$52.50 to the BCSLA. Electronic Funds Transfers (EFT) can be sent to [admin@bcsla.org](mailto:admin@bcsla.org) and cheques can be addressed to "BCSLA."
8. Applicants who are not accepted for BCSLA Intern status will be advised in writing of reasons for deferment and the next step in the admission process.
9. Applicants who are accepted for BCSLA Intern status will be notified in writing and will be advised to begin the admission program.

# BCSLA INTERN APPLICATION

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Name

Last 5 digits of your Social Insurance Number (SIN)  
(required for you to register for the LARE)

**RESIDENTIAL ADDRESS**  Preferred Correspondence

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Address

City

Province/State

Postal/Zip Code

---

Phone

Email

**BUSINESS ADDRESS**  Preferred Correspondence

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Firm

---

Address

City

Province/State

Postal/Zip Code

---

Phone

Email

---

## **PART A. Education** *(original or certified copy sent directly to BCSLA from the learning institution)*

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Educational Institution

CSLA/ASLA Accredited Degree/Diploma Received (e.g. BLA, MLA)

Year

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Educational Institution

CSLA/ASLA Accredited Degree/Diploma Received (e.g. BLA, MLA)

Year

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*Please contact the BCSLA office if you have a diploma/degree that is not from a CSLA or ASLA Accredited Program. Internationally trained candidates must have an ICES Report sent directly to the BCSLA from ICES or WES.*

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## **PART B. Qualified Mentor**

*Identify your Qualified Mentor and include Appendix A (page 8) from your Qualified Mentor along with your application.*

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Name

Firm

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Professional Regulatory

Member Number

I have **not yet** identified a Qualified Mentor. (Please identify a mentor as soon as possible, the BCSLA no longer offers assistance in identifying mentors)

## PART C. Practical Experience

**NOTE:** List all employment related to Landscape Architecture.

**Applicant Name:** \_\_\_\_\_

Boxes for supervisor's stamp and signature (or signature only if stamp is unavailable).

\_\_\_\_\_  
Employer Name/Contact

\_\_\_\_\_  
Address

\_\_\_\_\_  
City Prov/State Postal/Zip Code

\_\_\_\_\_  
Telephone Email

\_\_\_\_\_  
Hours/Week Dates of Employment

### WORK PERFORMED

- Client Liaison
- Design
- Construction Documentation
- Specification Writing
- Field Services
- Other. Please explain:  
\_\_\_\_\_

\_\_\_\_\_  
Employer Name/Contact

\_\_\_\_\_  
Address

\_\_\_\_\_  
City Prov/State Postal/Zip Code

\_\_\_\_\_  
Telephone Email

\_\_\_\_\_  
Hours/Week Dates of Employment

### WORK PERFORMED

- Client Liaison
- Design
- Construction Documentation
- Specification Writing
- Field Services
- Other. Please explain:  
\_\_\_\_\_

\_\_\_\_\_  
Employer Name/Contact

\_\_\_\_\_  
Address

\_\_\_\_\_  
City Prov/State Postal/Zip Code

\_\_\_\_\_  
Telephone Email

\_\_\_\_\_  
Hours/Week Dates of Employment

### WORK PERFORMED

- Client Liaison
- Design
- Construction Documentation
- Specification Writing
- Field Services
- Other. Please explain:  
\_\_\_\_\_

\_\_\_\_\_  
Employer Name/Contact

\_\_\_\_\_  
Address

\_\_\_\_\_  
City Prov/State Postal/Zip Code

\_\_\_\_\_  
Telephone Email

\_\_\_\_\_  
Hours/Week Dates of Employment

### WORK PERFORMED

- Client Liaison
- Design
- Construction Documentation
- Specification Writing
- Field Services
- Other. Please explain:  
\_\_\_\_\_

## PART D. Internship in Other Jurisdictions *(if applicable)*

Province or State	Membership Type	Registration Start Date	Registration End Date
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## PART E. Volunteer or Community Service

Name of Organization

Address	City	Province/State	Postal/Zip Code
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Activities

## PART F. Reasons for Application

To safeguard and protect your personal information, the BCSLA will only use this information for the purpose(s) specified. It will not be re-used or distributed in any form other than for its specified purpose in compliance with [BCSLA Privacy Protection Policy](#), [PIPEDA](#), [PIPA](#), [EU-GDPR](#) and [Federal ANTI-Spam Legislation](#).

Your application will be processed upon receipt of your signature on the application form. **Information that you have provided above will be used to update the BCSLA websites and in other publications upon acceptance of the application. If you do not wish to be listed please contact our offices.**

I wish to apply as a BCSLA Intern. I have read and understand the BCSLA Privacy Protection Policy.

Signature of Applicant

Date: MM/DD/YYYY

### BCSLA INTERN APPLICATION CHECK LIST

- BCSLA Application Form completed in full.
- Resume in chronological order starting with most recent employer.
- Original transcripts sent directly to BCSLA by educational institution.
- Confirmation Letter from Qualified Mentor. Please include name of regulatory body **and** membership number.
- Electronic Funds Transfer or cheque payable to "BCSLA" for \$52.50 Processing Fee (\$50.00 + \$2.50 GST).
- ICES **or** WES Report sent directly from ICES to BCSLA. *(For internationally trained candidates only.)*

**NOTE:** Annual dues will be prorated upon acceptance of your application. Please visit [www.bcsla.org](http://www.bcsla.org) for fee schedule. Intern Applications will only be reviewed if the application is COMPLETE and all of the above information is submitted. Please submit your completed application by email **or** by mail to:

**ATTN: Registrar, BC Society of Landscape Architects**

**#450, 355 Burrard Street**

**Vancouver, BC V6C 2G8**

For further information contact BCSLA:

T: 604.682.5610 | TF (US & Canada): 855.682.5610 | E: [admin@bcsla.org](mailto:admin@bcsla.org) / [office@bcsla.org](mailto:office@bcsla.org)

BN131999757 RT0001

## APPENDIX A: BCSLA Qualified Mentor Confirmation Form

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BCSLA Intern/Associate

---

Name

Firm

---

Address

City

Province/State

Postal/Zip Code

---

Phone

Email

---

### Profession Affiliation

BCSLA Registered Landscape Architect

BCSLA Landscape Architect

\_\_\_\_\_ Registered Landscape Architect  
(Out of Province)

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Regulatory Agency

Licensure #

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### Allied Professional

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Regulatory Agency

Licensure #

I have read and understand the BCSLA Internship Policy (attached)

I agree to serve as "Qualified Mentor" for \_\_\_\_\_

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Signature

Date

I authorize the BCSLA to use the contact information listed for the purpose(s) specified.