

STUDENT INTERNSHIP PROGRAM

**Landscape Contracting and Management Curriculum
Department of Landscape Architecture
Mississippi State University**

**For Further Information, Contact
Assistant Professor Timothy Schauwecker
Mississippi State University
Department of Landscape Architecture
Box 9725
Mississippi State, MS 39762
Tele: 662-325-3012
FAX: 662- 325-7893
tjs2@msstate.edu**

Internship I

CONTENTS

Introduction

Student Requirements and Regulations

Company Requirements and Regulations

Company Forms:

Company Registration Form

Letter of Offer for Internship

Company Report - Mid-Term

Company Report - Final

Internship I: Suggested Areas of Internship Experience

INTERNSHIP PROGRAM
For Landscape Contracting and Management Curriculum at
Mississippi State University

INTRODUCTION

OVERVIEW: The Internship requirement for the Bachelor of Science in Landscape Contracting and Management involves three semesters of experiential learning and field experience with a landscape contracting company or agency under the supervision of a qualified supervisor and oversight of MSU faculty.

GOALS: To provide an opportunity for learning the various applied skills related to landscape construction and management under industry supervision and under Mississippi State University's Landscape Contracting and Management program criteria. Successful completion of three Internship semesters is a curriculum requirement for the Bachelor of Science degree in Landscape Contracting and Management.

OBJECTIVES: To broaden the student's understanding of the nature and scope of work that is typical and representative of a modern, progressive landscape contractor.

To provide an opportunity for the student to gain competence in the technical skills and concepts of field work which are typical of the landscape contracting industry.

To provide an opportunity for the student to evaluate the various specialty areas of the landscape contracting industry in relation to their personal educational and career goals.

Student Requirements and Regulation

Read and Keep for Your Records

Internship Program Landscape Contracting and Management Internship Program at Mississippi State University

I. REQUIREMENTS AND REGULATIONS FOR THE STUDENT INTERNS:

A. Prerequisites. Students shall meet the following prerequisites:

1. For LA 1711 Internship I: Student applicant shall:

- a. have satisfactorily completed a minimum of one semester in college or university with a cumulative Grade Point Average (GPA) of 2.0 on a 4.0 scale. An applicant with a cumulative GPA below 2.0 must have written approval of the Director of the Landscape Contracting Program for acceptance for Internship I.
- b. have satisfactorily completed LA 1701 or equivalent.

2. For LA 2711 Internship II: Student applicant shall:

- a. have satisfactorily completed LA 1711 Landscape Contracting Internship I
- b. have satisfactorily completed LA 2701 Landscape Contracting Seminar I
- c. have a cumulative GPA of 2.25. An applicant with a cumulative GPA below 2.25 must have written approval of the Director of the Landscape Contracting Program for acceptance into Internship II.

3. For LA 3711 Internship III: Student applicant shall:

- a. have satisfactorily completed LA 2711 Landscape Contracting Internship II.
- b. have satisfactorily completed LA 3701 Landscape Contracting Seminar II.
- c. have a cumulative GPA of 2.25. An applicant with a cumulative GPA below 2.25 must have written approval of the Director of the Landscape Contracting Program for acceptance into Internship III.

B. Scheduling the Internship semesters:

- 1. Applicant shall meet prerequisites described above before scheduling Internship.
- 2. Applicant shall consult with his/her academic advisor to prepare an outline of all outstanding academic course requirements and the impending Internship semesters into a proposed academic plan known as a "Rotation Schedule".
- 3. The following Rotation Schedules are acceptable upon advice & consent of advisor:
 - a. Internship I: School: Internship II: School: Internship III: School
 - b. Internship I: Internship II: School: Internship III: School: School
 - c. Internship I: School: Internship II: Internship III: School: School
 - d. Internship I: Internship II: Internship III: School: School: School

C. Applying for an Internship: Student applicants shall file an **Internship Registration** form with the Internship Advisor of the Department of Landscape Architecture for each intended internship, 30 days before the official beginning of the semester of each internship. The forms shall be signed by the student applicant and the company's internship supervisor (Internor) prior to submission for approval.

D. Requirements of the Student Interns: The Internee agrees to fulfill the employment conditions of the Internship in a professional manner, and further agrees to:

1. Prepare and submit, on schedule, the monthly report of the log records of weekly work experience (as certified by the Internor, and on forms provided) to the Internship Advisor at the MSU Landscape Architecture Department.
2. Submit a mid-term assessment of internship experience to MSU LA department on the completion of the fifth week of the Summer semester internship; or, the eighth week of a Fall or Spring semester internship on the forms provide to the Internship Advisor at MSU.
3. Submit a written assessment of the Internship and an evaluation of the Internor's assistance in the learning experience on the forms provided to the Internship Advisor at MSU within 10 days of the completion of the Internship .
4. Prepare and document a case study which is related to work experience using slides, video and/or other appropriate visual aids; and, subsequently conduct a 15-minute presentation of the case study to the staff and students upon enrollment in the appropriate Landscape Contracting Seminar (which corresponds to the completed Internship) in the first academic semester(s) upon completion of the Internship semester and return to school.

E. Minimum Work Hours Acceptable for Internships: The required minimum work hours for Internship semesters are as follows:

1. Fall or Spring Semesters: 15 weeks with a minimum of 600 total hours.
2. Summer: 10 weeks with a minimum 400 total hours.

Note: For the Fall or Spring semesters, the minimum 600 total hours must be achieved over a continuous calendar time of not less than 13 weeks. For the Summer Internships, the minimum 400 total hours must be achieved over a continuous calendar time of not less than 10 weeks.

F. Compensation: The Internor agrees to pay the Internee an appropriate wage and applicable overtime wages for the legal jurisdiction in which the Internship occurs; and, for the minimum hours required in the Internship agreement. In the company's "Letter of Offer", the Internor shall explicitly address the issues of: (1) hourly rates; (2).overtime rates; and, (3). possible compensation for housing, travel, uniforms, lease deposits, etc.; and, pay scale for subsequent internships if they are scheduled continuously (back-to-back).

II. TERMINATION OF INTERNSHIP AGREEMENT: Upon consultation and agreement among the Employer, Student, and the MSU Internship Advisor, an Internship agreement may be terminated with two week's notice. Such notice shall be transmitted by email, FAX or registered mail to the Department of Landscape Architecture. In such case, the final resolution of grade for the Internship or a required repeat shall be determined by the Academic Review Committee of the MSU Landscape Architecture department after due consideration of materials submitted by both parties.

III. RESERVATIONS: The Department of Landscape Architecture reserves the right to withhold approval of an impending Internship Registration in cases where either the student or employer, has failed to meet qualifications for internship; to fulfill the internship requirements; or, conform to the internship regulations described, herein.

Company Requirements and Regulations

Company Requirements and Regulations for LC Internship Program at MSU

KEEP

I. REQUIREMENTS AND REGULATIONS FOR COMPANIES / INTERNORS

A. General Qualification: The Company / Internor shall:

1. be a licensed landscape company under the requirements of the state in which they do business; or, a public agency with an appropriate diversity of experience opportunities.
2. be a member, in good standing, of NALP, PGMS, ASLA, or AAN; and, the state organizations appropriate to area of business.
3. notify the MSU Landscape Architecture Department of the name of the company employee that shall be responsible for the supervision of the Internee and working with the MSU staff to oversee and evaluate the activities of the Internship.
4. provide references upon request of MSU Internship Advisor.
5. if deemed necessary by the MSU Internship Advisor, pay incurred expenses for same to make an **Initial On-Site Visit** to review company for acceptance as an Internor in the MSU LC Internship Program.
6. if deemed necessary by the MSU Internship Advisor, pay incurred expenses for same to make a follow-up **Routine Review Visit** to assess the company's facilitation of the internship program. These Routine Review Visits are, when possible, in conjunction with visits to other companies so that expenses are shared and pro-rated among those companies. Additionally, Review Visits shall occur only once every 3 to 4 years if the company's association with the internship program is operating satisfactorily.

B. Minimum Work Hours Acceptable for Internships: The required minimum work hours for Internship semesters are as follows:

1. Fall or Spring Semesters: 15 weeks with a minimum of 600 total hours.
2. Summer: 10 weeks minimum, 400 total hours minimum.

Note: For the Fall or Spring semesters, the minimum 600 total hours must be achieved over a continuous calendar time of not less than 13 weeks. For the Summer Internships, the minimum 400 total hours must be achieved over a continuous calendar time of not less than 10 weeks.

C. Company's / Internor's Requirements: The Internor shall agree:

Company Requirements and Regulations for LC Internship Program at MSU

1. to supervise an educational Internship for the student, insuring that the Internee will have at least the required minimum percentage involvement in the various work categories negotiated and agreed to in the statement of "Suggested Areas of Intern Involvement". It is understood that, due to the nature of the construction and management business, certain moderate adjustments may need to be made in the work categories; and, these adjustments shall be made via consultation with the student and shall be subject to the approval of the Internship Advisor.
 2. conduct monthly evaluations of the Internee's performance by consultation with the Internee; and, certify Internee's weekly log of work experiences. It is the student's responsibility to report these, on a monthly basis, to the Internship Advisor.
 3. submit (to MSU Internship Advisor) the **Company's Mid-term Report** of the student's progress. This assessment for Summer Semester is to be submitted after the fifth week of the internship. The assessment for Fall and Spring semesters is to be submitted after the eighth week of internship (a copy of the reporting forms is attached).
 4. conduct an exit interview and evaluation of the Internee upon completion of each work semester and prior to Internee's departure; and, submit (to the MSU Internship Advisor) the Company's Final Report within 10 days of the completion of the Internship.
- D. **Compensation:** The Internor agrees to pay the Internee an appropriate base wage and applicable overtime wages for the legal jurisdiction in which the Internship occurs; and, for the minimum hours required in the Internship agreement. In the company's "Letter of Offer", the Internor shall explicitly address the issues of: (1). hourly rates; (2). overtime rates; and, (3). possible compensation for housing, travel, uniforms, lease deposits, etc.; and, pay scale for subsequent internships if they are scheduled continuously (back-to-back).

II. TERMINATION OF INTERNSHIP AGREEMENT: Upon consultation and agreement among the Employer, Student, and the MSU Internship Advisor, an Internship agreement may be terminated with two week's notice. Such notice shall be transmitted by FAX or registered mail to the Department of Landscape Architecture. In such case, the final resolution of grade for the Internship or a required repeat shall be determined by the Academic Review Committee of the MSU Department of Landscape Architecture after due consideration of materials submitted by both parties.

III. RESERVATIONS: The Department of Landscape Architecture reserves the right to withhold approval of an impending Internship Registration in cases where either the student or employer has failed to meet qualifications for internship; to fulfill internship requirements or conform to the internship regulations described herein.

INSTRUCTIONS: Complete and RETURN TO MSU. Keep a COPY for your records.

**COMPANY REGISTRATION FORM
FOR STUDENT INTERNSHIP PROGRAM**
Landscape Contracting and Management Internship Program
Department of Landscape Architecture
Box 9725
Mississippi State, MS 39762
Phone: 662 - 325 - 3012
FAX: 662 - 325 - 7893

We, hereby, make application to be an Internor Company in accordance with the guidelines for the Landscape Contracting and Management Program as outlined by the Department of Landscape Architecture at Mississippi State University.

(Please Type or Print)

COMPANY NAME _____

Manager's Name _____

Internship Supervisor: _____
(Person who will supervise the student during internship experience)

Mailing Address: _____

City, State and Zip Code: _____

Phone: () _____ **FAX:** () _____

E-mail Address: _____

____ We are a licensed landscape company under the requirements of the state(s) in which we do business; or a public agency with appropriate diversity of professional experience opportunities.

____ We are a member in good standing with NALP, PGMS, ASLA, or AAN; and, the state organizations appropriate to our area of the landscape industry.

____ We have read and, hereby, agree to the conditions of the internship program as outlined in the "Company Requirements and Regulations" section of the internship information prepared by the Department of Landscape Architecture at Mississippi State University.

____ We offer the following two professional references for your consideration:

Name _____ Company Name _____

City _____ Phone Number: _____

Name _____ Company Name _____

City _____ Phone Number: _____

COMPANY OFFICER: (Please Print) _____

SIGNATURE: _____ **DATE:** _____

INSTRUCTIONS: Complete and RETURN TO MSU along with a copy of the "Suggested Areas of Internship Experience". Keep a copy for your records.

COMPANY'S LETTER OF OFFER FOR STUDENT INTERNSHIP

Landscape Contracting and Management Internship Program
Department of Landscape Architecture
Mississippi State University

(Please Type or Print)

COMPANY NAME _____

Internship Supervisor: _____

Mailing Address: _____

City, State & Zip Code: _____

Phone: () _____ **FAX** () _____

E-mail Address: _____

We, hereby, make an offer for (student's name) _____ to Intern with our firm in accordance with the guidelines for the Landscape Contracting and Management Program as outlined by the Department of Landscape Architecture Department at Mississippi State University.

The Internship shall be for : Ten-Week Summer Session of 20
(Check all that apply) Fall Session of 20

Spring Session of 20

The Internship shall be : Internship I LA 1711

(Check all that apply) Internship II LA 2711

Internship III LA 3711

The starting wage for this Internship shall be \$ _____ per hour with overtime paid at a rate of \$ _____ per hour for hours over the normal work week of _____ hours.

Other Conditions and considerations: Additional comments should be added to address any compensation for housing, uniforms, travel, tuition reimbursement, bonuses, etc. and for pay scale if multiple and consecutive (back-to-back) internships are involved.

COMPANY OFFICER: (Please Print)

SIGNATURE: _____ DATE: _____

MAIL THIS DOCUMENT DIRECTLY TO THE STUDENT FOR PROCESSING

DUE DATE: _____

COMPANY'S MIDTERM REPORT

**MSU LANDSCAPE CONTRACTING INTERNSHIP
EVALUATION FORM**

PLEASE TYPE OR PRINT

STUDENT'S NAME _____

COMPANY NAME _____

SUPERVISOR'S NAME _____
(Person conducting evaluation and assigning grade)

EVALUATION PERIOD: FALL 200 SPRING 200 SUMMER 200
(CHECK ONE)

**SEE CRITERIA BELOW & ASSESS STUDENT'S PERFORMANCE & ENTER THE SUMMARY GRADE
FOR THIS EVALUATION PERIOD AS:** **A** **B** **C** **D** **F**
(CIRCLE ONE)

**THE EVALUATOR'S WRITTEN EVALUATION REMARKS AND COMMENTS SHOULD BE
ATTACHED TO THIS FORM AND SUBMITTED BY MAIL OR FAX TO:**

**COMPANY INTERNSHIP REPORT
Dr. Timothy Schauwecker, Internship Advisor
DEPARTMENT OF LANDSCAPE ARCHITECTURE
BOX 9725
MISSISSIPPI STATE, MS 39762**

**PHONE: (662) - 325 - 3012
FAX: (662) - 325 - 7893**

CRITERIA FOR EVALUATION

The student's internship activities shall be evaluated in counsel with the student & using the following criteria:

Grade A Overall, the student exhibits truly superior work qualities, attitude and response to opportunities and challenges provided by the company. (80% - 100% effectiveness)

Grade B Overall, the student exhibits good and above average work qualities, attitude and response to opportunities and challenges provided by the company. (70% - 80% effectiveness)

Grade C Overall, the student exhibits satisfactory and average work qualities, attitude and response to opportunities and challenges provided by the company. (60% - 70% effectiveness)

Grade D Overall, the student exhibits below average work qualities, attitude and response to opportunities and challenges provided by the company. (50%-60% effectiveness).

Grade F Overall, the student exhibits unacceptable work qualities, attitude and response to opportunities and challenges provided by the company. (less than 50% effectiveness).

DUE DATE: _____

COMPANY'S FINAL REPORT

MSU LANDSCAPE CONTRACTING INTERNSHIP EVALUATION FORM

PLEASE TYPE OR PRINT

STUDENT'S NAME _____

COMPANY NAME _____

SUPERVISOR'S NAME _____
(Person conducting evaluation and assigning grade)

EVALUATION PERIOD: FALL 200 SPRING 200 SUMMER 200
(CHECK ONE)

**SEE CRITERIA BELOW & ASSESS STUDENT'S PERFORMANCE & ENTER THE SUMMARY GRADE
FOR THIS EVALUATION PERIOD AS:** **A** **B** **C** **D** **F**
(CIRCLE ONE)

**THE EVALUATOR'S WRITTEN EVALUATION REMARKS AND COMMENTS SHOULD BE
ATTACHED TO THIS FORM AND SUBMITTED BY MAIL OR FAX TO:**

COMPANY INTERNSHIP REPORT
Dr. Timothy Schauwecker, Internship Advisor
DEPARTMENT OF LANDSCAPE ARCHITECTURE
BOX 9725
MISSISSIPPI STATE, MS 39762

PHONE: (662) - 325 - 3012
FAX: (662) - 325 - 7893

CRITERIA FOR EVALUATION

The student's internship activities shall be evaluated in counsel with the student & using the following criteria:

Grade A Overall, the student exhibits truly superior work qualities, attitude and response to opportunities and challenges provided by the company. (80% - 100% effectiveness)

Grade B Overall, the student exhibits good and above average work qualities, attitude and response to opportunities and challenges provided by the company. (70% - 80% effectiveness)

Grade C Overall, the student exhibits satisfactory and average work qualities, attitude and response to opportunities and challenges provided by the company. (60% - 70% effectiveness)

Grade D Overall, the student exhibits below average work qualities, attitude and response to opportunities and challenges provided by the company. (50%-60% effectiveness).

Grade F Overall, the student exhibits unacceptable work qualities, attitude and response to opportunities and challenges provided by the company. (less than 50% effectiveness).

FORMS

SUGGESTED AREAS OF INTERNSHIP EXPERIENCE For LA 1711 Landscape Contracting Internship I

SUMMARY LISTING

PROMOTION	10%
BUSINESS MANAGEMENT	10%
PROJECT IMPLEMENTATION HARDSCAPE CONSTRUCTION (EXTERIOR OR INTERIOR)	25%
PROJECT IMPLEMENTATION GREENSCAPE INSTALLATION (EXTERIOR OR INTERIOR)	25%
LANDSCAPE DESIGN	0%
LANDSCAPE MANAGEMENT	25%
OTHER/MISCELLANEOUS	5%

INSTRUCTIONS:

1. **READ AND COMPLETE PER DIRECTIONS BELOW.**
2. **RETURN A COPY TO MSU WITH A COMPANY LETTER OF OFFER.**
3. **KEEP A COPY FOR YOUR COMPANY'S FILES.**

MSU Department of Landscape Architecture
Landscape Contracting and Management Internship Program

**SUGGESTED AREAS OF INTERN EXPERIENCE
For LA 1711 Landscape Contracting Internship I**

FOR: _____

DIRECTIONS:

To the best of your ability, allocate approximate percentages of the time that you plan for the student to be involved for each area of work activities listed below.

It is understood that each company will differ in regard to services which they provide in their normal operations and, as a result, may not be able to offer a student intern work experience opportunities in one or more of these categories. Therefore, it is agreed that flexibility is permitted in order to arrange the student's planned work experience so as to best involve him or her in the typical and routine work generally performed by your company.

Promotion:

Suggested 10%

Your Plan ____%

- * Client Meetings
- * Public Relations
- * Conferences
- * Advertising & Marketing
- * Other, Describe

Business Management:

Suggested 10%

Your Plan ____%

- * Office Procedures
- * Accounting Systems
- * Estimating/Bid Preparation
- * Documents/Reports
- * Procurement
- * Inventory Control
- * Production Mgt/Evaluation
- * Other, Describe
- * Routing and Scheduling
- * Business Ethics

Page Two

Department of Landscape Architecture

Landscape Contracting and Management Internship Program

Suggested Areas of Intern Experience for LA 1711 LC Internship I

Project Implementation: Hardscape Construction

Suggested 25%

Your Plan ____%

- * Procurement of Materials
- * Start-Up Operations
- * Site Work: Clearing & Grubbing
- * Site Work: Earthwork
- * Site Work: Fine Grading
- * Site Work: Foundations
- * Site Work: Drainage System
- * Site Work: Electrical Systems
- * Site Work: Other, Describe
- * Site Work: Environmental Requirements
- * Concrete: Forming & Isolation
- * Concrete: Install Steel Reinforcing
- * Concrete: Pouring, Finishing, Curing
- * General Masonry Preparation
- * Install Pavers or Flatwork
- * Install Veneer or Vertical Masonry
- * General Carpentry Preparation
- * Install Fencing
- * Install Decking, Boardwalks
- * Install Timber Wall
- * Install Arbor/Trellis
- * Install Specialty Structure
- * Install Irrigation Lines
- * Install Irrigation Heads
- * Install Irrigation Control Systems
- * Check & Adjust Irrigation System
- * Record Keeping, Reports, Re: Hardscape
- * Other, Describe

Page Three
Department of Landscape Architecture
Landscape Contracting and Management Internship Program
Suggested Areas of Intern Experience for LA 1711 LC Internship I

Project Implementation: Greenscape Installation

(Interior or Exterior):

Suggested 25%

Your Plan ____%

- * Prepare Planting Areas/Planting Pits
- * Procure Plants, Seed, Propagules
- * Seed Turf/Plants
- * Lay Sod, Stolonize or Sprig
- * Install Shrubs, Vines, Ground Covers
- * Install Trees
- * Stake, Wrap or Tie Trees
- * Mulch Planting Areas
- * Water Plants or Turf
- * On-Site Storage/Care of Plant Material
- * General Care Until Acceptance
- * Clean Up And/Or Travel

Design:

Suggested 0%

Your Plan ____%

- * Planting Design Concepts
- * Planting Design Details
- * Hard Construction Design
- * Hard Construction Details
- * Irrigation Design
- * Presentation Graphics
- * Specifications
- * Production Schedule Estimation
- * Related Reports & Documents
- * Other, Describe
- *
- *
- *
- *

Page Four
Department of Landscape Architecture
Landscape Contracting and Management Internship Program
Suggested Areas of Intern Experience for LA 1711 LC Internship I

Landscape Management: Suggested 25% Your Plan ____%

Turf

- * Mow Turf
- * Edge Turf
- * Weed Control In Turf
- * Turf Insect/Disease Control
- * Fertilize Turf
- * Aerify, Verticut Turf
- * Clean Up
- * Reports, Documents
- * Other, Describe

Landscape Plantings

- * Prune and/or Groom Plants
- * Fertilize Plants
- * Insect/Disease Control
- * Weed Control
- * Install Seasonal Color
- * Clean Up
- * Reports, Documents
- * Other, Describe

Tree Work

- * Fertilize Trees
- * Insect/Disease Control
- * General Pruning
- * Cabling and/or Bracing
- * Cavity Work
- * Tree Removal
- * Clean Up
- * Other, Describe

Remedial Hard Construction

- * Describe

General: Suggested 5% Your Plan ____%

- * Professional Society Meetings
- * Suppliers & Manufacturers'
Shows and Shortcourses
- * Lecturers (on subjects related
to profession)
- * Special Studies (specify)
- * In-House Technical Training