

INTERNSHIP DOCUMENTATION INSTRUCTIONS

Paperwork must be completed, signed, and turned in to the Advising Office in order to obtain the CRN and register via SISWeb by last day to add.

To obtain academic credit (units) for an internship, you must:

Have completed 84 units. If you have not completed 84 units, go to the Internship and Career Center (2nd floor South Hall) to discuss "Transcript Notation."

- Find a position with a business/company (may be paid or volunteer) where you will have hands-on design/landscape architecture work (front desk/answering phones experience is valuable, but will not get academic credit).
- Ask a faculty member to sponsor you (note: the faculty member may not be available - ask early). In order to sponsor you, faculty typically will want you to have taken a class with them previously. Possible sponsors include:

Stephen Wheeler
Michael Rios
Mark Francis
Steve Greco
Eric Larsen
Jeff Loux
Loren Oki
Steve McNiel
Patsy Owens
Heath Schenker

- Fill out the accompanying paperwork. Get signatures from your faculty sponsor and your internship supervisor.
- Once you have the paperwork filled out and the signature, make two copies of the paperwork (one for faculty sponsor, one for Advising Office to put in your student file, you keep the original).
- Bring a copy of the paperwork to the Advising Office. At this point, you will be given a CRN. Use SISWeb and the CRN to add the units. SISWeb will ask you how many units you want; press the number of units you and your faculty sponsor have agreed upon and then the # key.
- Number of units is determined by the number of hours you work. 30 hours of work during the course of a quarter equals 1 unit; 60 hours equals 2 units and so on. You may receive up to 12 units per quarter, and 12 units total of internship credit towards the 180 units needed to graduate. Only 8 units of internship can be used toward the 20 unit restricted elective requirement.
- At the end of the quarter, fill out the evaluation form (on back side of this instruction sheet) with your internship supervisor and return it, with your written documentation (journal, paper, etc.) to your faculty sponsor by the last day of instruction.

1/16/08