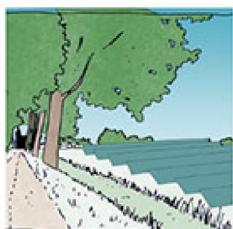


BSc Internship Landscape Architecture LAR-71318

BSc Internship Landscape Architecture (LAR-71318)

Coordinator/ supervisor:

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Room: Gaia building B203



**BSc
Internship**



Source: Ruby Neugebauer (Picture adapted)

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BSc Internship Landscape Architecture LAR-71318

Course profile	LAR-71318
Language	Dutch
Study load	18 ECTS (3 months)
Period time	Part of the free choice in the third year of BLP, major Landscape Architecture
Exam dates	Immediately after final presentation
Coordinator/ Supervisor	S. Wilberding
Examiner	Prof. Dr. S. Lenzholzer
Assumed knowledge	LAR29806 Planting, Construction and Representation 1; LAR25806 Studio Site Design; LAR27806 Planting, Construction and Representation 2; LAR28806 Concepts and Approaches in Landscape Architecture; LAR28306 Studio Urban Design
Specific requirements	Approval to start from study advisor

Profile of the BSc Internship Landscape Architecture

The BSc-Internship Landscape Architecture enables students to gain practical experience in the work field of landscape architecture and to discover what they want to learn after their bachelor's, for example in a master's programme. It consists of a supervised placement in a self-chosen professional landscape architecture company or strongly related well-established institution, company or organization.

Learning outcomes

After successful completion of this course students are expected to be able to:

- Improve personal and professional knowledge, skills and insights in the field of Landscape Architecture;
- reflect critically on personal and professional performance at the office;
- assess the relevance of the knowledge and skills, learned during the study, in the domain of Landscape Architecture;
- reflect critically on personal performance and process of working in a Landscape Architecture related organization and to extend this to a well-motivated choice for a follow-up study programme;

How to find an Internship?

You need to find an Internship organization yourself. Search for opportunities/ vacancies the website of the NVTL (Nederlandse Vereniging voor Tuin- en Landschapsarchitectuur): <https://nvtl.nl/vacatures/> and/ or ask the internship coordinator for an overview of offices for more inspiration.

Do not underestimate the time you need for the whole Internship procedure. Start at least 6 months in advance. If you are allowed to start with your Internship, consider your professional and personal learning objectives and start with searching and applying for a suitable Internship position. Discuss your intentions with the intended supervisor of the company.

It is part of the learning process that you organize all arrangements with the Internship providing institute yourself.

If you have found an Internship provider, and you have a concept-agreement, arrange an appointment with the WU-coordinator/ supervisor for the approval of your Internship

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plan. Thereafter you have to fill the WU Internship contract and arrange signatures (from host supervisor, from WU-coordinator/ supervisor and yourself)

Educational activities

Internship Plan

Before you can start with your Internship you have to fill in and sign the WU Internship contract together with your supervisor at the host institution as well as your academic supervisor.

Within the contract you describe your plan: professional and personal learning objectives and how you plan to achieve these goals (intended activities/ projects).

Your professional learning outcomes must describe what you want to learn during your Internship about the domain of Landscape Architecture. Your personal learning outcomes describe what you would like to learn during the Internship concerning your own performance and attitude in a different setting than a University.

The WU-Internship contract with the description of your plan should be approved by your WU-coordinator/ supervisor before you start. The Internship plan will serve later – during the Completion Phase – as input for your reflection report and will also help you in defining your future learning path.

Execution of professional activities

During your Internship you will execute professional activities under the supervision of the host institution. You will have a position at the level of an 'employee' on an academic BSc level. You usually work with colleagues on ongoing design projects on a variety of spatial scales.

Internship report

Depending on the Internship activities the Internship report can be written in different ways. It should however be written in a well-structured and concise way and include some basic aspects such as:

- A description of your Internship organization (where located, number of employees, activities etc.);
- A report on your Internship activities including information on the relevance of your activities for your Internship organization (if you conducted a specific study you can include information on your study material, methods you used to analyse data and discussion; if you helped organizing a meeting or compiled a collection of educational material you can e.g. describe the relevance of specific activities you have taken to fulfil these tasks).
- Finally, you write a conclusion containing the main outcomes/take home messages from your Internship.

The Internship report will be a confidential report that only may be read and filed by the WU-coordinator/ supervisor and examiner.

Self-reflection on Internship

The emphasis of the main Internship report is on the projects and your role in it; the emphasis of the self-reflection report is on your performance. In this report you reflect on your performance during Internship and upon the personal learning outcomes you have formulated before the start of the Internship. The personal reflection report should describe your personal development during the Internship and your goals for further development.

The questions on the learning outcomes you have to answer at least in your report are:

- What were the most important learning outcomes for you?

- What activities did you perform to attain these learning outcomes?
- How do you evaluate your performance on these activities?
- Could you have done things in another way? And if so how?
- What did you experience as your strong and weak points in this working environment?
- How can you improve your weak points?
- What gaps do you identify in your knowledge and skills in your professional development?
- What implications does this have for the choices you have to make?

Oral presentation

After finishing your Internship, you give an oral presentation about your Internship experiences at your Internship organization. It is your responsibility to organize the final presentation. You invite at least your supervisor of the host organization and your WU-coordinator/supervisor. You will not be graded for this presentation.

Examination

- Evaluation of professional skills (40- 60%)
- Internship report (30-50%)
- Design competences (20%)
- Reflection report (10-30%).

Depending on the topic and structure of your thesis the weight of each evaluation criteria can shift in the range given between brackets, as long as the sum of the evaluation criteria is 100%. The WU-coordinator/ supervisor can discuss this with the student and when necessary with the Internship supervisor (external).

The supervisor of Wageningen University is responsible for the final assessment and grading with a mark.

At the end of your Internship both your supervisors will evaluate your performance. For the evaluation of the performance of the student by the supervisor of the host organization is given in form "Appendix B Host evaluation BSc Internship LA".

The WU-coordinator/ supervisor assess student based on an evaluation of the performance of the student by the external Internship supervisor (Appendix B) and on both reports. For the assessment WU supervisor use the form "Appendix C Assessment BSc Internship LA".

The formal administrative responsibility (granting permission to students, final registration of examination result) lies with Internship coordinator/ supervisor of the chair group.

In the final evaluation meeting with your WU-coordinator/ supervisor you discuss this evaluation and aspects you can improve in the future. You as the student are responsible to set the date for the final meeting with your WU-coordinator/ supervisor.

Supervision & examination

Study advisor

The student asks the study advisor to confirm whether all requirements are met. After a Go from the study advisor the student can start searching and applying for an Internship position.

Supervisor host organization

The external Internship supervisor will function as the daily supervisor with whom the student discusses the progress and content of the Internship. The Internship supervisor will also be involved in the final grading on how the student performed during his/her Internship (Appendix B).

WU-coordinator/ supervisor

The WU-coordinator/ supervisor functions as (internal) supervisor.

Responsibilities:

- Assessment of intended Internship position whether the Internship organization (and host supervisor) is suitable to host an BSc Internship.
- Check and sign the WU-Internship Contract (contract is valid when signed by WU coordinator/ supervisor, student and Host organization).
- Keep in touch with student during the Internship (student submit report on progress regularly (e.g. bi-weekly)).
- Attends, if possible, the final oral presentation of the student at the office.
- Final assessment of the Internship - with input of the Internship supervisor (external) - and provide the student with a grade (see chapter "Assessment of the Internship"). In a final meeting the Internship supervisor and the student (together with the external supervisor if possible) will meet to discuss the Internship and the grading of the Internship.

Checklist for organizing an Internship

For all Internships:

- Arrange approval to start from Study advisor
- Consider your professional and personal learning objectives
- Searching and applying for a suitable Internship position
- Discuss your intentions with the intended supervisor of the company
- Arrange an appointment with the WU-coordinator/ supervisor for the approval of your Internship plan
- Fill in the WU Internship contract (describe your plan)
- Arrange signatures (from host supervisor, from WU-coordinator/ supervisor and yourself)
- Submit the contract at WU-coordinator/ supervisor.
- If applicable fill in the Internship contract of the host institution (some offices are using their own contract).

Screen-print Appendix B

Appendix B BSc - Internship Host evaluation form Landscape Architecture Wageningen University

Report of the final evaluation meeting at the end of the internship period

Name student:	Registration number:
Company/Organisation:	
Name supervisor(s):	Email address:
Date of final evaluation meeting:	

1. The task(s) of the student during the internship period
2. The results of the work during the internship period
short description of results, confidentiality, oral and written reporting
3. Performance of the student during the internship period
pro-activeness, interest, responsibility, independency, punctuality, cooperation, etc.
4. Judgement on the student from the internship supervisor
Please mark a category, if possible, the personal skills mentioned below. For a description of the marks within these categories use the rubric in Appendix A.

	2-3	4-5	6	7	8	9-10
Assessment of professional skills						
Initiative and creativity						
Insight in functioning in the organisation						
Adaptation capacity						
Commitment and perseverance						
Independence						
Handling supervisor's comments and development skills						
Time management						
Assessment of design competences						
Architectural composition						
Creative thinking that expresses, leads, or predicates the design						
Conceptual strength						

5. Student's opinion about his/her future career
and the advice of the internship supervisor(s)



Agreed and signed by

Internship supervisor

Student

Wageningen University

Date

Screen-print Appendix C

Assessment BSc internship Landscape Architecture Wageningen University			
1	Complete the single lined fields (use decimal point or comma, depending on the language setting)		
2			
3			
4			
5	Name chairgroup (three letter code)	LAR	
6	Name student		
7	Registration number		
8	Bsc programme	ELP	
9	Major	Landscape Architecture	
10	Course code internship	LAR-71318	
11	Short title BSc internship		
12	Date Bsc internship contract		
13	Date examination		
14	Name Wageningen University (WU) supervisor (internal)	G.Kleinrensink	
15	Name supervisor internship (external)		
16	Name and address host organisation		
17	Name and signature examinor internship	Prof. Dr. S. Lenzholzer	i.o. G. Kleinrensink
18			
19	Evaluation criteria	Grading Mark 1-10	Relative weight *
20			
21			
22	A Professional skills (40-60%)		35%
23	1 Initiative and creativity		
24	2 Performance (in fulfilling tasks)		
25	3 Working attitude (independance/teamwork)		
26	4 Adaptation capacity (to new conditions)		
27	5 Handling supervisor's comments and development skills		
28	6 Knowledge of the domain of Forest and Nature Conservation		
29	7 Time management		
30			
31			
32	B Report internship (30-50%)		25%
33	1 Overview of internship activities		
34	2 Writing skills		
35			
36	C Design competences (20%)		20%
37	1 Architectural composition		
38	2 Creative thinking that expresses, leads, or predicates the design		
39	3 Conceptual strength		
40			
41	D Self reflection on internship (10-30%)		20%
42	1 Self-reflection on professional en personal learning outcomes		
43	2 Conclusions on career development path		
44			
45			
46	* Choose rel. weights to a total of 100%	100%	
47			
48			
49		TOTAL	0.00
50			
51		FINAL GRADE	
52			
53	Comments internship provider		
54			
55			
56			
57			
58			