



# COLLEGE OF ARCHITECTURE, PLANNING & LANDSCAPE ARCHITECTURE

## SBE INTERNSHIP MANUAL

Updated July 2018



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The forms and information contained within this manual are for the use of SBE students in the College of Architecture, Planning and Landscape Architecture (CAPLA). They are based upon University of Arizona standardized documents and have been amended to reflect information that is suitable for students in SBE.

## SUSTAINABLE BUILT ENVIRONMENTS INTERNSHIP STATEMENT

The University of Arizona (UA) is a Research 1 public university and as such is recognized as one of the world's top research institutions. The long history of outstanding research conducted by the University of Arizona attracts intelligent and curious students from all over the state of Arizona, the United States and across the globe. These students will be the leaders of tomorrow in all aspects of society.

Many times, exploration takes place through the form of an internship, providing an experience that serves to enhance and supplement the learning that happens in the classroom. When students take part in an internship, it is expected that they will apply their knowledge and abilities in order for these talents to grow into skill sets needed of modern professionals. SBE faculty view internships, not as an assignment or another course to be taken, but as a partnership to help students bridge the classroom to industry. We appreciate the energy our faculty, academic advisors, and partners put into developing such strong educational experiences for SBE students.

## SUSTAINABLE BUILT ENVIRONMENTS STUDENT STATEMENT

Engaging in internship programs is a process that must be followed properly in order to get the most out of the opportunity you have worked hard to earn. This process ensures students gain the most knowledge and experience and are well prepared to begin the internship experience.

By completing the SBE Internship Manual in a timely manner, you will be able to earn academic credit and participate in valuable experiences. As a student and main beneficiary of this experience, it is your responsibility to contact the appropriate parties and ensure accurate completion of all documents within this packet.

This process should begin by communicating with the course instructor or academic advisor. The following documents must be completed by the appropriate partners in the experiential learning, including SBE faculty and staff, and sponsoring organizations.

I as the student understand that it is my responsibility to make a good faith effort to complete all of the documents and represent the University of Arizona in a professional manner at all times during my internship process.

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Student Signature

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Date

## TIPS FOR A SUCCESSFUL INTERNSHIP

The following list contains tips that have been compiled from faculty advice and industry feedback regarding how to get the most out of your internship experience. Being an intern is a great opportunity to build new skills that are vital in ANY workplace.

- Treat an internship like your first professional job → be a professional. For example, practice high standards for work ethics, punctuality, and working well with others, to name a few.
- Be realistic about your skills and abilities (for example, don't promise that you are bilingual if you have only taken Spanish 102).
- Stay in touch with your course instructor at UA to let them know how the process is going and if any issues arise that they might be able to help with a resolution.
- Communicate with your sponsor supervisor to make sure you understand their expectations and they understand what you hope to learn from the experience.
- Be mindful that you are there to learn and work at the same time. The tasks that you are given might not always seem relevant, but they are part of getting used to a real world work environment.
- Do your own research before the experience in order to understand what role you will be playing and how your work will help you achieve your educational and career goals.
- Dress for success; understand the specific dress code for the area you will be working in. This is key for safety reasons and presenting yourself as a serious young professional. You want your work to stand out not your inappropriate wardrobe.
- Show your skills and creativity when appropriate. If a supervisor asks you to complete a task in a specific way, follow that procedure, but if your opinion is requested, share openly and thoughtfully.
- Punctuality is key. Being on time or early shows that you are eager and willing.
- Be professional. Remember, not only are you representing yourself to a potential employer in the future, but you are the steward of the relationship between UA and your internship program. Bad behavior as an intern can ruin future opportunities for your fellow SBE students.



## INTERNSHIP APPLICATION FORM



# College of Architecture, Planning & Landscape Architecture

### SBE INTERNSHIP APPLICATION FORM

**IMPORTANT – READ CAREFULLY**

Term

## Student Information

### Eligibility for an internship is based on the following qualifications:

1. Be in **good academic standing** with the University of Arizona and have maintained at least a 2.00 grade point average (major and cumulative) at the University of Arizona prior to enrolling for an internship.
2. Have earned a minimum of 30 college level credits (Sophomore status or above.)
3. Completed at least one full-time semester at the University of Arizona (12 units or more.)
4. Be currently enrolled at the University of Arizona.
5. Be a declared major or minor in the department offering the internship

[**Note:** Honors students requesting an Honors Internship should consult the Course Instructor for honors credit.]

### The intern student agrees to the following:

1. Students must complete this form and obtain all signatures **prior** to submitting the Internship Application packet to the Sustainable Built Environments Course Instructor, Margaret Livingston.
2. **Apply at least one week before the end of the semester prior to participation.**
3. Discuss with your prospective supervisor at the work site the possible risks and dangers associated with the planned internship. Then complete and sign the **Internship Assumption of Risk Release Form** and submit it along with the Internship Application.
4. After submitting this application, **verify addition of the internship** to the appropriate semester schedule.
5. Internship credit is regular academic credit. Therefore, **all regular university tuition rates, fees, and deadlines apply.** If you receive financial aid, consult with the Financial Aid and/or Scholarship Office prior to registering.
6. Carefully read the **Internship Syllabus** and **complete all academic assignments and reporting requirements.**
7. Recognize that you are representing the University of Arizona as an ambassador to the community and abide by the Student Code of Conduct and Code of Academic Integrity.
8. Understand and follow the policies, procedures, rules, and regulations of the sponsoring organization.
9. Be prepared to perform your internship duties for the hours and duration specified. Talk with the supervisor about any University holidays.
10. Ensure that your direct supervisor is able and willing to submit an evaluation on your behalf. If your organization has personnel policies prohibiting supervisors from providing a written intern evaluation, make special arrangements for your supervisor to speak directly with the course instructor about your performance.
11. **International students** must apply for and receive Curricular Practical Training (CPT) approval from International Student Services (ISS) before participating. More information can be found on the ISS website under F-1 Student Employment: Curricular Practical Training.

\_\_\_\_\_  
 Internship Semester      Student Name      SID #      Date

\_\_\_\_\_  
 Cell Phone Number      Work Telephone Number      UA E-mail Address

\_\_\_\_\_  
 Major/s & Minor      Academic Year & semester      Projected Graduation Date      Cumulative GPA  
 (Ex – 1<sup>st</sup> semester Senior)

\_\_\_\_\_  
 Emergency Contact      Relationship      Telephone Number

## Department Information – to be completed by the Course Instructor

The University and Board of Regents have set a standard for 45 hours of work for each unit of internship credit.

The intern applicant has agreed to work \_\_\_\_\_ hours per week for \_\_\_\_\_ weeks. Therefore, the Department agrees to award 3 units of credit for the following course SBE 393 for the \_\_\_\_\_ semester.

### The Department and/or Equivug Instructor agree(s) to the following:

1. Select students who are in good academic standing.
2. Faculty who agree to supervise **Honors Internships** for the University Honors students should consult the Guidelines for Honors internships
3. Ensure that students are NOT awarded internship credit for their ongoing job.
4. Inform students of the necessity of complying with pertinent department and workplace policies and procedures.
5. Require that the instructor document communications with the student and the work supervisor regarding internship activities.
6. Notify the student that, unless other agreements are made between the student and instructor, the instructor and department will not be responsible for any financial obligations incurred by the student for his/her participation; this includes, but is not limited to, travel and housing arrangements.
7. Notify the student that neither the instructor nor the University will be responsible for the payment of any medical care for injuries alleged to have resulted from the student's work experience.
8. If the student's internship involves doing research with human subjects (e.g., collecting data), make sure that Human Subjects training is provided as appropriate to the student's assignment. [Check the Human Subjects Protection Program to determine if training is needed: <http://www.irb.arizona.edu/faqs.html> ]
9. Address the kind and amount of compensation (if any) that the department permits for internship credit (e.g., volunteer work, paid employment, a scholarship, room and board).
10. Send to the supervisor of the sponsoring organization the **Supervisor's Internship Evaluations** for completion and specify the deadline for these forms to be returned to the course instructor.

Sustainable Built Environments  
Department

CAPLA/School of Landscape Architecture & Planning  
College/School

Course Instructor

Title

Department Mailing Address

Tucson AZ 85721  
City State Zip

E-mail Address

Telephone

Fax

Academic Advisor

Title

Email Address

Telephone

## Sponsoring Organization Information – to be completed by the Sponsoring Organization supervisor

### **Sponsoring Organization assigns a professional employee as Internship Supervisor and agrees to the following:**

1. Outline in the space provided below and on the Internship Description Form the organization's understanding of the internship it intends to offer, typically under the following headings:
  - a) **Student Responsibilities** – Start and end dates, expected number of hours per week, hourly wage or salary (if any), eligibility for benefits or not, eligibility for promotion or not, etc.
  - b) **Job Description** – A broad statement of the job function that describes the intern's duties and responsibilities, including the identification of a "chain of command" for reporting purposes. Also include the name and position title of the expected supervisor.
  - c) **Minimum Qualifications** - A statement that describes the minimum qualifications required of applicants for the internship. Minimum qualifications should include education, work experience, personal qualities, and special skills and knowledge.
  - d) **Purpose of the Internship** - A brief statement that describes the purpose of the internship and how the internship will provide a meaningful experience for the student.
  - e) **Firm-Specific Guidelines and Requirements for Interns** – A detailed list of what the organization expects from the intern and a **definition of the organization's obligations** to the intern. The former may include items such as the intern's specific job functions and/or the intern's professional responsibilities with regard to the organization's policies for office conduct, etc. The later may include items such as conditions of continued employment, potential for full-time employment after graduation, mentoring by full-time professionals in the organization, formal communication lines between the supervisor and intern, etc.
2. Make individual arrangements, if agreed upon between the student and organization, for any wage, stipend or other benefit of service deemed appropriate.
3. Provide pertinent policies and procedures to students prior to the beginning of the internship.
4. Train and provide relevant education and training for the student intern.
5. **Supervise and evaluate the intern's performance regularly throughout the term of the internship.**
6. Maintain the intern status of the student, to be distinguished from employment status.
7. **Notify the department** of any major issues with the intern and of any decision to remove the student from an internship prior to the agreed upon time, due to the student's failure to comply with rules and regulations, and provide a written report to the department stating the reasons for intern's termination.
8. **Complete and submit Internship Final Evaluation form** by the dates specified by the department, and return them to the course instructor in the manner specified.

**Sponsoring Organization:** \_\_\_\_\_

Division/Department: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Internship Location/Address: \_\_\_\_\_

**Student Responsibilities:** Internship hours must be completed within the designated dates of the course enrollment. *Additional information will be provided in the Internship Description Form.*

Start Date: \_\_\_\_\_  
Month Day Year

End Date: \_\_\_\_\_  
Month Day Year

**Work Schedule:** \_\_\_\_\_ Hours per week: \_\_\_\_\_ Total internship hours: \_\_\_\_\_ (minimum 135 hours)

**Compensation:** (select all that apply) \$ \_\_\_\_\_ Per Hr/Wk/Mo / Room & Board/ Stipend / Scholarship/ Experience



## Conditions of Agreement

The Department and Sponsoring Organization, in finalizing this agreement, shall make no distinctions or discriminate against any applicant for internship credit on the basis of sex, race, creed, national origin, age, or handicap.

In consideration of the opportunity to participate in this internship, the undersigned Student and Sponsoring Organization do for themselves, their heirs, administrators and assigns, hereby release, discharge, and indemnify the University of Arizona, the College Architecture, Planning and Landscape Planning, the School of Landscape Architecture and Planning, its representatives, administrators, employees, and students from any and all liabilities, losses, damages, claims, fines, suits or actions of any kind and nature, resulting from or arising out of any actions, omissions, or negligence of the performance of this agreement. Furthermore, the Sponsoring Organization will provide the student intern with safety procedures and information as is customarily provided regular employees of the Sponsoring Organization.

## Informed Liability Statement

I understand that The University of Arizona and its representatives have arranged to establish an internship position with the Sponsoring Organization, which complies with academic, and employment regulations, policies, and procedures of The University of Arizona.

The daily managerial control and working conditions of the internship are under the sole discretion of the Sponsoring Organization and its designated agents. Consequently, I understand that The University of Arizona, College Architecture, Planning and Landscape Architecture, the School of Landscape Architecture and Planning, its deans, directors, administrators, and employees, do not assume and cannot assume any liabilities, losses, or damages to me or others resulting from or connection with acts, judgments, omissions, or negligence occurring during my work for and with the direction of the Sponsoring Organization or its agents. In consideration of this, I have been informed of the importance of securing employer benefits or making my own arrangements for personal and professional liability.

This agreement can be terminated at any time by mutual consent of the Sponsoring Organization, Course Instructor, and the student.

Student intern agrees to notify the Sponsoring Organization and the College/School Department two weeks prior to the end of the internship.

I have read and understand this document.

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 Student Signature

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 Date

---

 Sponsoring Organization Supervisor Signature

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 Date

---

 Department Course Instructor Signature

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 Date

---

 Academic Advisor Signature

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 Date

## Student Learning Objectives - to be completed by course instructor and student

### Learning Objective 1:

Percentage of Time Spent: \_\_\_\_\_

### Learning Objective 2:

Percentage of Time Spent: \_\_\_\_\_

### Learning Objective 3:

Percentage of Time Spent: \_\_\_\_\_

### Learning Objective 4:

Percentage of Time Spent: \_\_\_\_\_

### Learning Objective 5:

Percentage of Time Spent: \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature of Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Intern's Signature of Approval

\_\_\_\_\_  
Date

**ASSUMPTION OF RISK AND RELEASE FORM****University of Arizona Internship  
ASSUMPTION OF RISK AND RELEASE FORM**

***THIS IS A RELEASE OF LEGAL RIGHTS -- READ AND UNDERSTAND BEFORE SIGNING  
(If student is under 18 years of age, a parent or legal guardian must also read and sign this form)***

**Student Participant:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Internship Course:** \_\_\_\_\_ **Sponsoring Organization:** \_\_\_\_\_

I hereby agree as follows:

**RISKS OF PARTICIPATION**

I recognize that there are dangers and risks to which I may be exposed by participating in this internship. The following is a description and examples of specific, significant, non-obvious dangers and risks associated with the internship, as explained by the **on-site internship supervisor**:

I understand that the University of Arizona (the "University") does not require me to participate in the internship, but I want to do so, despite the possible dangers and risks and despite this Release.

I therefore agree to assume all of the risks and responsibilities that are in any way associated with the internship.

**HEALTH & SAFETY**

I understand and agree that the University and its governing board, administrators, and employees (the "Releasees") do not have medical personnel available at the Sponsoring Organization, which is the site location for my internship. I understand and agree that the Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by the Releasees shall be subject to the terms of this Agreement. I understand and agree that the Releasees assume no responsibility for any injury, damage or cost which might arise out of or in connection with such authorized emergency medical treatment.

I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems that preclude or restrict my participation in this internship. I have arranged, through medical insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the internship.

I understand that neither the Releasees nor the Sponsoring Organization are obligated to provide transportation in connection with the internship. I understand that I am expected to carry my own automobile liability insurance coverage.

**STANDARDS OF CONDUCT**

I will comply with the University's Student Code of Conduct and Code of Academic Integrity, as well as the standards of conduct for employees of the Sponsoring Organization. I waive and release all claims against the University that arise at a time when I am not under the direct supervision of the University or that are caused by my failure to remain under such supervision or to comply with such codes and academic standards.

**STANDARDS OF CONDUCT (continued)**

I agree that the University has the right to enforce the standards of conduct described at:

<http://studpubs.web.arizona.edu/policies/cofc.htm>, as

well as at:

<http://studpubs.web.arizona.edu/policies/cacaint.htm>,

and that the University will impose sanctions, up to and including expulsion from the internship or from the University, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the University, the department’s internship program, the Sponsoring Organization, or other student participants.

The University has the right to make changes in the format and administration of the internship. I understand that the University has no control over the operations or premises of the Sponsoring Organization, and that I will be under the supervision of a representative of that organization while I am participating at the internship.

**ASSUMPTION OF RISK AND RELEASE OF CLAIMS**

Knowing the risks described above, and in consideration of being permitted to participate in the internship, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the internship. To the maximum extent permitted by law, I release and indemnify the Releasees from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the internship (including periods in transit).

I have carefully read this Release Form before signing it. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This agreement shall become effective only upon receipt by the University of Arizona in the School of Government and Public Policy and shall be governed by the laws of the state of Arizona, which shall be the forum for any lawsuits filed under or incident to this agreement or to the internship.

\_\_\_\_\_  
Signature of Student Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (*if student is under age 18*)

\_\_\_\_\_  
Date

## INTERNSHIP DESCRIPTION FORM - For Supervisors to Complete

**NOTE:** Organizations with an **Internship Description** on file with SBE, please provide students with a copy of your internship description and discuss your expectations with students. In that case, this page does not need to be included.

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**SPONSORING ORGANIZATION:** \_\_\_\_\_

**Internship Summary/Description:** Include minimum qualification (education, experience, attitudinal aspects, and specialized skills), if applicable

**Purpose of the Internship:** How the internship will provide a meaningful experience for the student?

**Site Specific Guidelines and Requirements for Interns:** A detailed explanation of what the organization expects from the intern. Include items such as the intern's specific job functions and/or the intern's professional responsibilities with regard to the organization's policies, on-site activities, etc.

**Obligations to the Intern:** A detailed explanation of the organization's obligations to the intern. Include items such as conditions of continued employment, potential for full-time employment after graduation, mentoring by full-time professionals in the organization, formal communication lines between the supervisor and intern, etc.

**Physical Demands/Work Environment:**

**Equipment/Machinery used:**

**Other:**