



School of Architecture and Built Environment

ARCHITECTURE and LANDSCAPE ARCHITECTURE INTERNSHIP

PROGRAM GUIDE 2017

COURSES: ARCH 7036 - Architecture Internship (M) and LARCH 7030 - Landscape Architecture Internship (M)

Overview

The Architecture and Landscape Architecture Internship Program involves a professional (unpaid) work placement within an Australian or overseas business, professional practice or government agency ('organisation').

This opportunity provides students with hands-on experience to observe and to apply knowledge and the skills learnt from their study at university. It is expected that both students and organisations will benefit from this arrangement.

The internship is a short term placement where students in first year of the Master of Architecture or Master of Landscape Architecture program spend time gaining working experience in an organisation typically 2 days per week for 12 weeks during second semester. Interns are enrolled in the course ARCH 7036 or LARCH 7030.

There may also be opportunities for intensive internships during the summer and mid-semester breaks, where students typically work 4 or 5 days per week over 4-5 weeks.

Internship roles are negotiated between the School and the sponsor within the organisation, and may include any or all of the activities in which the organisation is involved, including general assistance to qualified professionals within the practice.

Activities might include:

- Simple and directed documentation of design work.
- Input to the graphic illustration of projects.
- General office tasks supporting the activities of the organisation
- Research.

As well as these tasks, students would be involved in observing the activities of the organisation to gain a clearer insight into their day-to-day functioning and operations.

How students are selected for internships

Students submit an Expression of Interest (EOI) to the course coordinator to complete an internship with a particular organisation. The course coordinator selects a maximum of three students based on matching the Expression of Interest with the organisation's prospectus. Names and details of these students will be sent to the organisation so that students can be selected for the internship. It is suggested that this selection process includes an interview.

Industry Partners

Australian Institute of Architects (SA Chapter) and Australian Institute of Landscape Architects (SA Chapter)

Eligibility

Students must be enrolled in and currently studying either a Master of Landscape Architecture or a Master of Architecture in order to participate in the internship.

Ideally the internship placement will occur in the 2nd semester of the first year of the Master's Program.

Students who have graduated or have had their Master's degree conferred, or who will graduate during the Semester while undertaking the internship, are ineligible.

Insurance

The University will provide Public Liability insurance and personal insurance for the student.

Benefits for students

The internship assists students to gain first-hand experience and to apply knowledge and skills related to their studies in a work place setting. It also assists in building industry networks which may assist in gaining future employment.

Benefits for sponsoring organisations

Although the main objective of the internship Program is to provide benefits for students, the internship Program will also benefit organisations. Organisations will gain exposure to the next generation of architects and landscape architects, develop a working relationship with the University, and build brand recognition among students.

Assessment monitoring and reporting

Students undertaking an internship placement will be required to complete a reflective journal which forms the basis of assessment for the course. In addition, students enrolled in the M.Arch. fill in the AACA Log Book. Filling in the Log Book provides an opportunity to become familiar with this process and to receive mentoring from registered architects about registration in general.

For architecture students the minimum period of experience that can be counted towards qualifying to sit for the Architectural Practice Examination (APE), is "the full time equivalent of eight (8) weeks continuous duration." A five-week internship therefore cannot be counted towards registration and it is not a requirement that the Log Book is signed by the intern's supervisor.

On completion of the internship, organisations will be asked to complete a pro-forma assessment and feedback sheet to assist the course coordinator in providing students with a grade for the course.

The course coordinator will contact the intern and the supervisor by phone within the organisation by phone at least twice during the internship to monitor progress and answer any queries.

Additional information

- The internships are unpaid.
- At this stage, for international students, the internship placement, if secured, will be included in their allowable 20 hours of working time per week. International Students must ensure that by participating in the Internship Program they are not breaching visa requirements.

Internship process

The University will work with organisations to create a placement and design an internship project. Organisations wishing to participate in the Internship Program should submit a one page prospectus which includes information about their practice and the types of activities in which the intern can expect to be involved.

Placements differ according to industry and organisation, with some interns solely participating in project work, while others are also learning about, and assisting with, day-to-day activities of the organisation.

Examples of internship opportunities which may be proposed

<i>Organisation</i>	<i>Discipline</i>
Private Practice:	Architecture/Landscape Architecture/Urban Design
Local Government Department:	Architecture/Landscape Architecture/Urban Design

FAQ's for organisations

What does the internship program cost?

There is no fee to participate in the internship program and your organisation is not required to provide any remuneration to the intern. All you have to do is allocate a supervisor and provide the intern with a space and the facilities and resources they need to complete their internship.

Are interns insured?

Yes, interns are fully insured by the University. The University will provide Public Liability insurance that will indemnify the organisation for any negligent act, error or omission by the Student during the period of the internship. The University also provides personal accident insurance for the student. However, the University requires the organisation to have its own Public Liability insurance to cover any injury to, or loss or damage of personal property of a student resulting from a negligent act or omission on the part of the organisation.

What are organisation's obligations during the internship?

Organisations will be required to provide interns with resources and facilities to undertake their internship, ensure that they undertake a full OH&S workplace induction on the interns' first day, provide the intern with appropriate direction, and be prepared to comment on the skills and abilities of the student as part of the internship review process.

When do internships take place, and how long do they last?

Internships take place 2 days per week in an organisation over 12 weeks. This is usually during university Semester 2 (24/07/17 to 27/10/17 although some students have negotiated to work through the 2-week mid-semester break of semester 2). Internships can be offered more intensively (for example 3-5 days over 4-6 weeks, or intensively 5 days per week for 5 weeks during the mid-Year Break June – July (19/06/17 to 21/07/17) or for 5 weeks from 30/10/17 to 01/12/17) depending on the requirements of the organisation and the availability of the student. This will be negotiated on a case-by-case basis.

What types of organisation participate in the internship program?

Government, private practices, local government and not-for-profit organisations are all welcome to participate.

Does the size of our organisation matter?

The University will form an internship relationship with large, medium and small organisations. As long as there is a workplace in which the students can participate and gain experience we would like to hear from you.

What fields of study do interns come from?

Students are enrolled at the University of Adelaide in the School of Architecture & Built Environment. Students will have completed a Bachelor of Architectural Design or equivalent and will currently be completing a Master of Landscape Architecture or Master of Architecture.

Can I have more than one intern?

Yes. You can have as many interns as is manageable for your organisation.

What if we wish to remunerate the intern?

If you provide remuneration to the intern, the University's insurance will no longer apply to the intern and, furthermore, the intern may be deemed by law to be your employee. We suggest you seek your own independent advice if you wish to do so.

What if we would like the intern to continue on after the end of the internship?

Once the formal internship period is completed, the intern will no longer be covered by University insurance. If you wish to continue to engage the intern, this will be a matter between your organisation and the intern. We suggest you seek independent legal advice on how to structure such relationship. If the internship, plus any additional period of employment totals eight weeks or more, this can be counted towards registration.

Host organisation

If you are interested in becoming a host organisation, kindly email your organisation profile before **Fri 10/03/17** to Clement Low (Student Adviser), clement.low@adelaide.edu.au or phone 831 35877.

Course Coordinator: **Dr James Curry (Architecture) / Dr Jo Russell-Clarke (Landscape Architecture)**

PROCESS & TIMELINES (version 1)

School sends out call to organisations for Expressions of Interest and a prospectus to participate in the Internship Program.	Mon 02/02/2017 via AIA / AILA and existing contacts
Response by interested organisations.	By Fri 10/03/17
Internship opportunities advertised to students. Information session to students.	Thu 16/03/17, 5pm
Students indicate their interest in enrolling in an internship by submitting an Expression of Interest.	Mon 27/03/17, 12pm
Selected applications forwarded to organisations for review.	Tues to Fri 28/03 to 07/04/17
Internship organisations contacted by email.	Mon 10/04/17
Students contacted by email.	Mon 10/04/17
Internship organisations interview students and advise the University of internship offer to be made. Final candidate(s) selected.	By Fri 27/05/17
University emails prepared Internship Agreements to organisations for countersigning and response.	Between Mon 30/05 to 10/06/17
Professional Induction session (career services) for students.	Week beginning Mon to Fri 13/06 to 17/06/17
Internship starts (read <i> When do internships take place, and how long do they last?</i>)	*Mon 19/06/17 (<i>pending individual arrangement</i>)
Course coordinator will contact intern and supervisor within the organisation by phone at least twice during the internship to monitor progress and answer any queries.	Generally during the first and last week of the internship.
Student's Reflective Journal and AACA Log Book submitted to Course Coordinator through myuni.	As stated in course profile.

Internship periods:

- 1) 19/06/17 to 21/07/17 – 5 weeks intensive
- 2) 24/7/17 to 27/10/17 (2 days a week for 12 weeks)

OR

- 24/7/17 to 15/09/17 (2 days a week for 8 weeks) followed by 18/09/17 to 29/09/17 (4 days a week during 2 weeks semester break)
- 3) 30/10/17 to 01/12/17 – 5 weeks intensive