

NEW COURSE FORM

1. General Information.				
a.	Submitted by the College of: Agriculture	Today's Date:	1/13/2012	
b.	Department/Division: Landscape Architecture			
c.	Contact person name: Ned Crankshaw	Email: ned.crankshaw@uky.edu	Phone:	257-4691
d.	Requested Effective Date:	<input checked="" type="checkbox"/> Semester following approval	OR	<input type="checkbox"/> Specific Term/Year ¹ : _____
2. Designation and Description of Proposed Course.				
a.	Prefix and Number: LA 899			
b.	Full Title: Internship in Landscape Architecture			
c.	Transcript Title (if full title is more than 40 characters): _____			
d.	To be Cross-Listed ² with (Prefix and Number): _____			
e.	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours ³ for each meeting pattern type.			
	_____ Lecture	_____ Laboratory ¹	_____ Recitation	_____ Discussion
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research
	_____ Seminar	_____ Studio	X Other – Please explain:	min. 200 hrs professional internship (Experiential)
f.	Identify a grading system:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail	
g.	Number of credits:	3		
h.	Is this course repeatable for additional credit?			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	If YES:	Maximum number of credit hours:	_____	
	If YES:	Will this course allow multiple registrations during the same semester?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
i.	Course Description for Bulletin:	This is a self-directed course that provides academic credit for a pre-approved internship relating to the practice of landscape architecture. Such an internship involves working for a minimum of eight weeks (320 hours) in a private or public landscape architecture office or in another professional experience associated with landscape architecture. Other experiences could include conservation work, research projects, or community engagement work. While engaged in the internship it is required that a Practice Portfolio and a daily journal of professional engagement be kept. Prereq: LAAR major and Third Year standing or higher.		
j.	Prerequisites, if any:	LAAR major and Third-Year standing or higher		
k.	Will this course also be offered through Distance Learning?			YES ⁴ <input type="checkbox"/> NO <input checked="" type="checkbox"/>

¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

² The chair of the cross-listing department must sign off on the Signature Routing Log.

³ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

⁴ You must *also* submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

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I.	Supplementary teaching component, if any:	<input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning	<input checked="" type="checkbox"/> Both
3.	Will this course be taught off campus?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
4.	Frequency of Course Offering.			
a.	Course will be offered (check all that apply):	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input checked="" type="checkbox"/> Summer
b.	Will the course be offered every year?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If NO, explain:	_____		
5.	Are facilities and personnel necessary for the proposed new course available?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If NO, explain:	_____		
6.	What enrollment (per section per semester) may reasonably be expected?	20		
7.	Anticipated Student Demand.			
a.	Will this course serve students primarily within the degree program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
b.	Will it be of interest to a significant number of students outside the degree pgm?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES, explain:	_____		
8.	Check the category most applicable to this course:			
	<input checked="" type="checkbox"/> Traditional – Offered in Corresponding Departments at Universities Elsewhere			
	<input type="checkbox"/> Relatively New – Now Being Widely Established			
	<input type="checkbox"/> Not Yet Found in Many (or Any) Other Universities			
9.	Course Relationship to Program(s).			
a.	Is this course part of a proposed new program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES, name the proposed new program:	_____		
b.	Will this course be a new requirement ⁵ for ANY program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES ⁵ , list affected programs:	_____		
10.	Information to be Placed on Syllabus.			
a.	Is the course 400G or 500?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES, the <i>differentiation for undergraduate and graduate students must be included</i> in the information required in 10.b . You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See <i>SR 3.1.4.</i>)			
b.	<input checked="" type="checkbox"/> The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached.			

⁵ In order to change a program, a program change form must also be submitted.

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Signature Routing Log

General Information:

Course Prefix and Number: LA 899

Proposal Contact Person Name: Ned Crankshaw Phone: 257-4691 Email: ned.crankshaw@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Landscape Architecture Dept	1/26/2012	Ned Crankshaw / 257-4691 / ned.crankshaw@uky.edu	
Undergraduate Curriculum Comm., COA	2/17?2012	Larry Grabau / 7-3469 / larry.grabau@uky.edu	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁶
Undergraduate Council	3/27/2012	Sharon Gill	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁶ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

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LA 899 Internship in Landscape Architecture

Instructor:	Department Faculty Advisors
Office Address:	S305 Agriculture Science Bldg
Office Phone:	257-7295
Office Hours:	By appointment with assigned faculty

Course Description:

This is a self-directed course that provides academic credit for a pre-approved internship relating to the practice of landscape architecture. Such an internship involves working for a minimum of eight weeks (320 hours) in a private or public landscape architecture office or in another professional experience associated with landscape architecture. Other experiences could include conservation work, research projects, or community engagement work. While engaged in the internship it is required that a Practice Portfolio and a daily journal of professional engagement be kept.

Prerequisites:

LAAR major and third year standing or higher.

Student Learning Objectives:

After completing this internship, a student will be able to:

1. Demonstrate a working knowledge of the professional sphere of practice engaged in during the internship.
2. Articulate to his/her peers the types of projects or activities engaged by a professional office.
3. Utilize this experience in the studio as an indicator of professional competence.

Course Objectives:

1. To develop a strong sense of the day to day operations of a professional office
2. To gain a skill set that can be utilized in future studios and other course work
3. To develop the beginning of a networking system that could be useful in professional development

Required Materials:

None

Description of Course Activities and Assignments:

As this is an internship there are no formal assigned activities except engagement in the office in which the internship occurs. Engagement in professional activities will be assessed with three assignments:

- **Portfolio of work engaged in during the internship**
The portfolio will include the projects that were worked on while engaged in the intern activities. While it is recognized that some projects may be proprietary, it should be possible to provide a summary description of what the project was and what role the intern played in the project's actualization.
- **Daily diary of internship activities**
The diary is a day by day account of the aspects of professional practice in which the intern was engaged. This will mirror the contents of the time sheet which all offices require in daily practice.
- **Presentation to peers following the internship**
Since the internship is a learning experience, a presentation of what was learned will be presented to the intern's peers at the beginning of the semester following the semester of the internship.

Course Grading:

Grades will be apportioned based on one third each for the portfolio, diary and presentation.

A = Exceeds expectations in all of the above areas

B = Meets expectations at a high level of competency

C = Meets expectations at an average level of expectation

D = Does not meet expectations in all of the above areas

E = Generally fails to provide professional work in all areas

A final exam will not be given in the course.

A mid-term grade will not be awarded because of the structure of the course assignments.

Tentative Course Schedule

The intern must be actively engaged in professional landscape architectural activities for a period of no less than eight weeks (320 hours) to receive credit for the course.

Course Policies:

Submission of Assignments:

The portfolio and diary are to be submitted by the end of the first week of class following the internship in question.

Internship presentations will be scheduled for the second week of class in the semester following the internship experience.

Attendance Policy

As required by the office in which the internship takes place.

Excused Absences

As required by the office in which the internship takes place.

Academic Integrity

Academic honesty is fundamental to the activities and principles of the university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. The academic community regards academic dishonesty as an extremely serious matter with serious consequences that range from failing the course to expulsion from the university. When in doubt about plagiarism, consult the instructor.

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (<http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment

involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations Due to Disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.