

LA 297: Field Study**2-3 Units (S/U Grading Option)**

The enrollment course control number (CCN) for LA 297 will be issued at the beginning of each semester by the Grad SAO upon completion and submittal of this form.

This course provides the student with an opportunity to gain academic credit for field or office work outside the University. While work in a professional office is the most usual opportunity sought by students, there is no precise limitation on the type of employer or actual work experience. Work for a municipality, nursery experience, or construction work for a contractor are alternate examples of employment situations that may be acceptable. The key to this course is the preparation by the student of a statement defining the specific educational benefit he/she hopes to gain during the period of employment combined with a final report summarizing the field study experience. Regular meetings with supervising faculty member and outside sponsor are required.

STUDENT RESPONSIBILITIES AND TIMELINES:

1. Students must submit proposal statement to the supervising faculty member prior to the end of the third week of instruction of the semester in which credit is to be granted. However, if work does not begin during the first week of classes, student must use total semester hours (120 or 180) to compute appropriate units.
2. Student must secure the signatures of the Supervisor/Employer and the Program Advisor before a course control number (CCN) & class entry code (CEC) will be given out by the Student Affairs Officer.
3. Student must ensure that a letter from the Supervisor/Employer, acknowledging acceptable completion of the work, is received by the Graduate Assistant by the last day of instruction.
4. Student's final report must be submitted to the LAEP Graduate Office by the last day of instruction. Final reports must contain a review of the field study goals (as stated in the original statement of purpose) as well as an analysis which compares the intent of the field study with the actual work experience.

SUPERVISOR/EMPLOYER RESPONSIBILITIES:

1. Review the proposal with the student; discuss potential responsibilities, tasks, and learning objectives. Agree to supervise and participate with the student by signing their proposal statement.
2. At the conclusion of the student's work period, prepare a brief letter of evaluation commenting on the progress made by the student in achievement of their stated goals.

SUMMER WORK:

It is often possible and certainly desirable that students find employment opportunities during the summer of a type suitable for LA 297 credit as described above. In order to facilitate LA 297 credit for summer work without actually incurring the cost of Summer Session registration fees, the Department permits continuing domestic students to enroll in LA 297 during the subsequent Fall Semester in order to gain credit for work done during the summer. International students must be enrolled in LA 297 during any semester or Summer Session as a requirement of Curricular Practical Training (CPT). Note, however, the maximum number of units still applies, as do all other conditions stated above including prior approval to commencement work.

UNIT VALUE:

8 hours/week/semester (120 hrs.)	2 units	12 hours/week/semester (180 hrs.)	3 units
Maximum no. of units per semester	3 units	Maximum departmental credits	6 units

LA 297: Field Study in Landscape Architecture & Environmental Planning 2-3 Units
S/U Grade Only

Name: _____ Date: _____

SID: _____ Term: _____

E-mail: _____ Unit(s): _____

Employer/Supervisor: _____

Statement of Purpose:

I agree to assist this student in the attainment of his/her Statement of Purpose and to evaluate his/her progress.

Employer/Supervisor

Faculty Advisor

NOTE: Employer evaluations and students' final reports must be received by the Graduate Student Affairs Officer by the last day of instruction of the semester in which credit is granted. No satisfactory grades will be assigned unless this information has been given to the department.