

The Manitoba Association of Landscape Architects
a component organization of the Canadian Society of Landscape Architects

MALA POLICY
THE MALA PROFESSIONAL ADVISOR

General Information

The Professional Development Program (PDP) is intended to provide Associates a sufficiently wide range of experience, in a professional environment, to prepare them for the profession and assist them to become competent full members of MALA.

The PDP operates on the principle of a practicing full Member working one to one with an Associate. This may be on a day-to-day basis, as an immediate supervisor in the workplace, or it may be on a monthly basis as a Professional Advisor at a different place of employment. The Professional Advisor's principal responsibility is to provide advice and guidance to the Associate throughout the course of the professional development period.

The Professional Advisor is expected to help guide the development of the Associate's skills in all areas of the profession and to ensure, as far as possible, that the Associate is exposed to all aspects of the profession. The Professional Advisor will guide the Associate through the duration of the PDP on employment selection, work experience and professional practice and ethics. The Association and the Associate rely on the Professional Advisor to provide sound advice to the Associate during the PDP.

The Examining Board shall prepare a list of all registered Members in good standing who are willing to act as Professional Advisors to Associates. This list shall be updated/revised on an annual basis and shall be made available to Associates seeking Professional Advisors.

The Professional Advisor must review and certify each of the Associate's experience progress report submission sheets contained in the *Experience Record Book*. Submissions are completed by the Associate and due every four months. It is the Associate's responsibility to ensure that all reports are submitted on time. Additional *Experience Record* pages are available at MALA's website (www.mala.net) or they may be obtained from the MALA office.

Requirements

1. Professional Advisors must be full Members in good standing of MALA.
2. Professional Advisors must familiarize themselves with the requirements of the PDP.
3. The Professional Advisor need not be employed at the same place as the Associate.
4. No member of the Examining Board shall act as a Professional Advisor during his/her term on the Examining Board.
5. The Professional Advisor shall meet with their Associate once a month.
6. Any information concerning an Associate's lack of compliance during the PDP to the Code of Ethics, the Bylaws, or the regulations of the Association must be given by the Professional Advisor to the Examining Board.
7. In cases where the Professional Advisor is a mentor to a self-employed Associate, the Professional Advisor must recognize the need for more time to be spent providing guidance, analysis, and review of the Associate's work.

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8. If the Associate is unable to obtain a full range of experience because of the nature or condition of employment, the Professional Advisor shall provide guidance in extending that range. Options may include educational courses, community/volunteer work, or changing employment.
9. Associates identified by the Examining Board as deficient in PDP experience may be requested to attend an interview. The Professional Advisor may be asked to attend also. In some cases, a detailed appraisal will be completed, signed by all parties, and entered into the records.
10. When a Professional Advisor cannot continue to provide guidance to an Associate, he/she must give notice in writing to the Associate and the Examining Board. If possible, the Professional Advisor should make recommendations for a suitable substitute. Notwithstanding, it is the Associate's responsibility to fill the vacancy immediately.
11. Two-thirds of the way through a PDP, the Professional Advisor must submit a written assessment of the Associate's progress in acquiring professional abilities and experience. Any area of experience that requires emphasis in the time remaining and any changes that should be made shall be clearly identified at this time. Any information that impairs the Associate's performance or his/her ability to fulfill the requirements of full membership should be disclosed in this assessment. There is no set format for this assessment. Non-submission of this report will prevent the Associate from being able to apply for full membership.
12. Professional Advisors will receive notice of the Associate's application for full membership, and whether it is accepted or denied.
13. It is the Professional Advisor's responsibility to ensure that the Associate is cognizant of, and complies with, all the requirements given herein.