

# The Manitoba Association of Landscape Architects

a component organization of the Canadian Society of Landscape Architects

## MALA POLICY PROFESSIONAL ADVISOR

### General Information

The Internship and Pre-Internship Programs are intended to provide Interns and Pre-Interns a sufficiently wide range of experience in a professional environment to prepare them for the profession and assist them in becoming competent Members of the Manitoba Association of Landscape Architects.

The Internship and Pre-Internship Programs operate on the principle of a practicing Member working one-on-one with an Intern or Pre-Intern. 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 Intern or Pre-Intern throughout the course of the professional development period and to verify the Experience Record Book (ERB).

The Professional Advisor is expected to help guide the development of the Intern or Pre-Intern's skills in all areas of the profession and to ensure, as much as possible, that the Intern or Pre-Intern is exposed to all aspects of the profession. The Professional Advisor will guide the Intern or Pre-Intern through the duration of the professional development period on work experience, professional practice and ethics. The Association and the Intern or Pre-Intern rely on the Professional Advisor to provide sound advice during the internship/pre-internship.

The MALA Office shall prepare a list of all registered Members in good standing who are willing to act as Professional Advisors to Interns and Pre-Interns. This list shall be updated/revise on an annual basis and shall be made available to Interns and Pre-Interns seeking Professional Advisors.

The Professional Advisor must review and certify the accuracy of the Intern's or Pre-Intern's experience progress report submission sheets contained in the *Experience Record Book*. Reviews are required every four months at minimum during the internship/pre-internship. It is the Intern's or Pre-Intern's responsibility to ensure that all reports are submitted on time. Additional *Experience Record* pages are available at MALA's website ([www.mala.net](http://www.mala.net)) or they may be obtained from the MALA Office.

### Requirements

1. Professional Advisors are expected to be full MALA Members in good standing for not less than three (3) years.
2. Professional Advisors must familiarize themselves with the requirements of the Internship/Pre-Internship Program.
3. The Professional Advisors must certify the accuracy of the Experience Record Book Worksheets and Summary. The Examining Board relies on the Professional Advisor to ensure the Intern has sufficient experience in each category that they have certified. This is critical to the protection of our professional designation.
4. The Professional Advisor need not be employed at the same place as the Intern or Pre-Intern.
5. No member of the Examining Board who acts as a Professional Advisor for an Intern or Pre-Intern shall participate in the Examining Board's official action on that candidate's application for Membership.
6. The Professional Advisor shall review the Intern's or Pre-Intern's progress not less than once in every four-month period. It is the responsibility of the Intern or Pre-Intern to provide drawings and examples of work to share with the Professional Advisor. It is recommended that the Intern or Pre-Intern has filled out corresponding worksheets at this time for verification. If the worksheets are provided at a later date it is the Professional Advisor's responsibility to ensure the sheets represent the work reviewed.

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7. Any information concerning an Intern's or Pre-Intern's lack of compliance during the Internship or Pre-Internship Program to the Code of Conduct, the By-Laws, or the regulations of the Association must be given by the Professional Advisor to the MALA Office for review by Council.
8. In cases where the Professional Advisor is a mentor to a self-employed Intern, the Professional Advisor must recognize the need for more time to be spent providing guidance, analysis, and review of the Intern's work.
9. If the Intern or Pre-Intern 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.
10. At the end of each calendar year, an *Internship/Pre-Internship Program Progress Report* will be distributed for completion by all Professional Advisors for their respective Intern(s) or Pre-Intern(s). These assessments will be submitted to the MALA Office for review by Council.
11. Interns or Pre-interns identified by the MALA Council as deficient in Internship or Pre-Internship Program experience may be requested to attend an interview with the Examining Board. 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.
12. When a Professional Advisor cannot continue to provide guidance to an Intern or Pre-Intern, they must give, at minimum, one (1) month notice in writing to the Intern or Pre-intern and the MALA Office. If possible, the Professional Advisor should make recommendations for a suitable substitute. Notwithstanding, it is the Intern's or Pre-Intern's responsibility to fill the vacancy immediately.
13. Professional Advisors will receive notice of the Intern's or Pre-intern's application for full membership, and whether it is accepted or denied.
14. It is the Professional Advisor's responsibility to ensure that the Intern or Pre-Intern is cognizant of, and complies with, all the requirements given herein.

Adopted by Council June 8, 2001

Amended by Council March 15, 2007

Amended by Council March 20, 2009

Amended by Council September 17, 2010

Amended by Council June 11, 2024