STUDENT HANDBOOK
2016

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Preface

Dear Students:

I am pleased to introduce you to the fourteenth edition of the Student Handbook, for students of the Landscape Architecture Program at UCLA Extension.

This manual was developed to provide students with a comprehensive guide to the Program and to professional information. As questions and issues arise, The Handbook should be your first reference; most questions are answered within its pages.

While you are responsible for these guidelines, policies, and procedures described in the Handbook, this is dynamic and circumstances may change during your course of study. Any changes or updates in Program-related information will be announced as they occur on the Program blog at http://www.landarch.uclaextension.edu/

Please be sure to read these as they are distributed - either in your classes or via email, and insert any relevant changes into your Handbook.

I would like to express our sincere gratitude to those who have worked so hard to make this Handbook a reality. For this current edition, I would like to give special thanks to Asmeret Bekele, Program Assistant and Melissa McDonald, Program Manager.

Sincerely,

Stephanie V. Landregan, FASLA,

LEED AP Landscape Architecture

Program Director
Introduction

The Student Handbook has been designed to assist landscape architecture students to be informed, organized, and successful in their passage through the Landscape Architecture Program at UCLA Extension. To that end, a wide spectrum of information has been provided: program content and requirements, policies, and procedures; a wide range of resources both on and off campus; instructors, staff, and Guidance Committee biographies; student activities and opportunities; information about the profession from the national to the local level; and general suggestions on how to survive the very exciting but demanding experience known as the Landscape Architecture Program.

The purpose of The Handbook is to serve as a useful reference; however, when questions arise and assistance is needed, always feel free to call the Program Office.

Welcome!
You are now officially a Landscape Architecture Certificate Candidate. Your Candidacy has many benefits, among them is the ability to acquire a Bruincard.

BruinCards cost $10. To pay by phone, call the UCLA Extension Registration office at (310) 825-9971 or pay in person at the UCLA Extension Cashier, Room 139, Extension Administration Building, 10995 Le Conte Ave., Los Angeles CA.

After payment and verification of certificate candidate status, you'll be contacted via email regarding your photo ID appointment at the BruinCard Center located at 123 Kerckhoff Hall on the UCLA campus where you'll receive your card. BruinCard Centers are open Monday through Friday, 9am to 4pm. If lost, replacement cards cost $23.50. BruinCard fees are nonrefundable.

For more information on other benefits and FAQ’s

Landscape Architecture Program

Department of The Arts

UCLA Extension, Room 414

10995 Le Conte Avenue

Los Angeles, CA 90024-1328

Office: (310) 825-9414

FAX: (310) 206-7382

http://landarch.uclaextension.edu/
The Profession

Think about a memorable place, perhaps one from your childhood. What does it look like, how does it feel? Likely your memorable place is a landscape, a seashore, a grassy picnic site, or your favorite climbing tree. Humans need to have elements of the natural environment nearby. Think about the places that are now familiar in your daily life -- your neighborhood, the path where you bike, the mall where you shop. Do you know how these came to be, how they were planned, designed and built? Probably a landscape architect was part of a team that created many of the favorite places in your daily life.


By: Kate Ricci / Capstone
The Discipline of Landscape Architecture
H. A. Shirvani, Ph.D., ASLA

Landscape architecture is a profession and a discipline concerned with the design, planning, and management of the land. Landscape architecture applies both art and science to achieve the best use of our land resources. The origin of this discipline in the United States dates back to 1863, when Frederick Law Olmsted and Calvert Vaux designed New York’s Central Park. Today, landscape architecture deals with increasingly complex relationships among the built, natural, and human environments. Landscape architects work on projects ranging in scale from small site design to large environmental planning and development efforts. Landscape architects are involved in the design and planning of parks, recreation areas, new communities and residential developments, campuses, gardens, cemeteries, urban plazas and pedestrian areas, commercial centers, resorts, transportation facilities, corporate and institutional centers, industrial parks, and waterfront developments. Through their professional concerns and skills in environmental planning, landscape architects also undertake natural resource protection projects involving forest and wilderness areas, coastal regions, rural landscapes, and the restoration of mined lands. They frequently participate in interdisciplinary teams which prepare environmental impact statements and environmental assessments. Their appreciation for historic landscapes and cultural resources enables landscape architects to undertake preservation planning projects for national, regional, and local historic sites and areas. Working with architects, city planners, civil engineers and other professionals, landscape architects play an important role in civic design and environmental protection by preparing plans and implementing projects that respect both the needs of people and the needs of our environment.

Landscape architects work in private companies, government agencies, corporate and institutional offices, and through individual practices. As a design discipline, landscape architecture involves intellectual processes that bring together technological and humanistic concerns. This involves designing, guiding, and implementing changes in the spatial environment.

The competence of a landscape architect is measured by the ability to assimilate and interpret qualitative as well as quantitative issues. More specifically, a landscape architect needs:

- Awareness of and sensitivity to the quality of the landscape;
- Intellectual understanding of the social arts and humanistic approaches to design;
- Analytic competence to synthesize and to communicate this knowledge into “physical form” and design problem-solving;
- Technical competence to implement the physical forms;
- Skill and understanding of professional practice including management and professional conduct.

A Guide to Educational Programs in Landscape Architecture, 1989
Areas of Specialization within the Field

A variety of specializations exist within the field of landscape architecture. Eight of the most common areas are discussed below.

Landscape design is the major specialization within landscape architecture and is concerned with detailed outdoor space design for residential, commercial, industrial, institutional, or public areas. It is concerned with the balance of hard and soft surfaces in outdoor and indoor spaces, the selection of construction and plant materials, and the preparation of detailed construction plans and documents.

History, theory, and criticism from the intellectual foundation of the discipline. It focuses on examination of the development of theoretical issues through a study of selected writings and the evolution of ideas and design principles in landscape, historic preservation, and garden design. This specialization prepares students for academic and research positions. Inquiry through exploration and interpretation forms the basic thrust of this specialization.

Garden design is the most traditional focus of the discipline. In the history of the built environment in Europe, Asia, North America, and the Middle East, gardens have been both elements of artistic expression and spatial organization of places. Garden design involves the craft of landscape architecture and encompasses an extensive body of literature and history. This specialization requires extensive knowledge of: fine arts, crafts, plants, and creative ability.

Site planning focuses on the physical design and arrangement of built and natural elements of a land parcel. A site planning project can involve designing the land for a single house, an office park or shopping center, or an entire residential community. More specifically, site design involves the orderly, efficient, aesthetically pleasing, and ecologically sensitive integration of built-form with a site’s natural features including topography, vegetation, water, wildlife, and climate. Sensitive site design produces development that minimizes environmental impacts.

Land development planning concentrates on large-scale land development in suburban areas as well as smaller-scale infill sites in urban areas. As such, it provides a bridge between policy planning and individual development projects. Landscape architects working in this area require knowledge of real estate economics and development regulation processes. The challenge for the landscape architect with this expertise is to develop methods and techniques that integrate economic factors with design and, thus, create quality living environments.
Urban design deals with methods of integrating the natural environment into the physical spatial form of urban areas. It focuses on developing design concepts and methods to deal with the complex physical forms of urban areas as well as their natural environment characteristics. Sensitive and effective urban design requires critical analysis and the ability to interpret and translate styles of urban life into physical form.

Park planning and regional landscape assessment blends landscape architecture and ecological analysis and requires knowledge of the physical environment, natural processes, urbanization, and resource economics. It uses methods of ecological assessment, land use planning, and geographic information systems for developing policies, plans, guidelines, and programs for optimum resource utilization and allocation of activities and uses throughout regional areas.

Ecological planning and design focuses on the interaction between people and the natural environment and is concerned with interpretation, analysis, and formulation of design policies, guidelines, and plans to ensure healthy, fit, safe, and creative environments. It includes, but is not limited to, analytical evaluations of landscape patterns and focuses on the development of land suitability analyses for various land uses. This concentration area blends the environmental sciences with physical spatial design processes.

By: Linda Daley / Freehand Sketching Analysis Santa Barbara
Employment Opportunities

Landscape architects are employed in private, public, and academic organizations and institutions. Private sector opportunities are found within landscape architectural, engineering, architectural planning, and other environmental management-related companies. Landscape architects may work with private corporations and companies that have physical planning departments or that offer products and services related to land planning, sustainable design, and development.

Public sector employment opportunities are found within federal, state, regional, and municipal agencies that are involved with land planning, development, park planning, and preservation. Federal agencies employing landscape architects include the U.S. Forest Service, National Park Service, Soil Conservation Service, Bureau of Land Management, Army Corps of Engineers, Environmental Protection Agency, Department of Transportation, Department of Housing and Urban Development, Veterans Administration, and others. Similar offices within state and local governments offer landscape architects opportunities within development agencies, planning offices, parks and recreation departments, and natural resource commissions and authorities. Landscape architects assume faculty positions within colleges and universities across the nation, while some work directly with campus facilities planning offices at these institutions.

Through an increased demand for better housing, recreational and commercial facilities, and through an expanded concern for environmental protection, many career opportunities have developed. Over the last two decades, landscape architects have responded to this increased demand and professional responsibility.
Professional Registration

The Landscape Architects Technical Committee (LATC) was created by the California Legislature to protect the health, safety and welfare of the public through the regulation of the practice of landscape architecture in California. It is one of the numerous boards, bureaus, commissions and committees within the Department of Consumer Affairs responsible for consumer protection and the regulation of licensed professionals. Under the purview of the California Board of Architects, the LATC establishes standards for licensing and regulations for the profession of landscape architecture in California.

By: Alan Holstein / Capstone

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105
Sacramento, CA 95834
Phone: (916) 575-7230
Fax: (916) 575-7285 (Attn: Landscape Architecture) E-mail: latc@dca.ca.gov
Website: http://www.latc.ca.gov
For the most current and complete version http://www.latc.ca.gov/laws_regs/pa_all.shtml
Statutes and regulations that have been amended or adopted are listed below and the modifications have been shaded within the text for easy reference.

Business and Professions Code

§ 5616. Landscape Architecture Contract – Contents, Notice Requirements

(a) A landscape architect shall use a written contract when contracting to provide professional services to a client pursuant to this chapter. The written contract shall be executed by the landscape architect and the client, or their representatives, prior to the landscape architect commencing work, unless the client knowingly states in writing that work may be commenced before the contract is executed. The written contract shall include, but not be limited to, all of the following:

(1) A description of services to be provided by the landscape architect to the client.
(2) A description of any basis of compensation applicable to the contract, including the total price that is required to complete the contract, and method of payment agreed upon by both parties.
(3) A notice which reads: "Landscape architects are licensed by the State of California.
(4) The name, address, and license number of the landscape architect and the name and address of the client.
(5) A description of the procedure that the landscape architect and client will use to accommodate additional services.
(6) A description of the procedure to be used by either party to terminate the contract.

(b) This section shall not apply if the client knowingly states in writing after full disclosure of this section that a contract that complies with the requirements of this section is not required.

(c) This section shall not apply to any of the following:

(1) Professional services rendered by a landscape architect for which the client will not pay compensation.
(2) An arrangement as to the basis for compensation and manner of providing professional services implied by the fact that the landscape architect's services are of the same general kind that the landscape architect has previously rendered to and received payment from the same client.
(3) Professional services rendered by a landscape architect to any of the following:

(A) A landscape architect licensed under this chapter,
(B) An architect licensed under Chapter 3 (commencing with Section 5500),
(C) A professional engineer licensed under Chapter 7 (commencing with Section 6700),
(D) A professional land surveyor licensed under Chapter 15 (commencing with Section 8700),
(E) A contractor licensed under Chapter 9 (commencing with Section 7000),
(F) A geologist or geophysicist licensed under Chapter 12.5 (commencing with Section 7800),
(G) A manufacturing, mining, public utility, research and development, or other industrial corporation, if the services are provided in connection with, or incidental to, the products, systems, or services of that corporation or its affiliates,
(H) A public agency,

(d) As used in this section, "written contract" includes a contract that is in electronic form.

§ 2615. Form of Examinations.

(a) (1) A candidate who has a combination of six years of education and training experience as specified in section 2620 shall be eligible and may apply for the Landscape Architect Registration Examination.
(2) Notwithstanding subdivision (a)(1), a candidate who has a Board-approved degree in landscape architecture in accordance with section 2620(a)(1) or an extension certificate in landscape architecture from a Board-approved school in accordance with section 2620(a)(3) shall be eligible and may apply for Sections 1 and 2 of the Landscape Architect Registration Examination (LARE). Such candidates shall not be eligible for Sections 3 and 4 of the LARE until the candidate has a combination of six years of education and training experience as specified in section 2620.

A candidate’s score on the LARE shall not be recognized in this State if at the time the candidate took the LARE, the candidate was not eligible in accordance with California laws and regulations for the examination or sections thereof.

(b) A candidate shall be deemed eligible and may apply for the California Supplemental Examination upon passing all sections of the Landscape Architect Registration Examination.

(c) All candidates applying for licensure as a landscape architect shall pass all sections of the Landscape Architect Registration Examination or a written examination substantially equivalent in scope and subject matter required in California, as determined by the Board; and the California Supplemental Examination subject to the following provisions:

(1) A candidate who is licensed as a landscape architect in a U.S. jurisdiction, Canadian province, or Puerto Rico by having passed a written examination substantially equivalent in scope and subject matter required in California as determined by the board shall be eligible for licensure upon passing the California Supplemental Examination.

(2) A candidate who is not a licensed landscape architect and who has received credit from a U.S. jurisdiction, Canadian province, or Puerto Rico for a written examination substantially equivalent in scope and subject matter required in California shall be entitled to receive credit for the corresponding sections of the Landscape Architect Registration Examination, as determined by the Board, and shall be eligible for licensure upon passing any remaining sections of the Landscape Architect Registration Examination and the California Supplemental Examination.

2616. Application for Licensure Following Examination

(a) A candidate, having passed all sections of the Landscape Architect Registration Examination and the California Supplemental Examination, shall apply for a landscape architect’s license within five years after the date of mailing of examination results. (b) A candidate who fails to apply for a license in accordance with subsection (a) shall not be issued a license unless the candidate reapplies for a license and meets the following requirements:

(1) No fact, circumstance, or condition exists which would justify denial under Business and Professions Code Section 480.

(2) The candidate pays all of the fees which would be required of the candidate if the candidate were then applying for the license for the first time, and

(3) The candidate takes and passes the examination which would be required of all candidates applying for the first time, or is subject to waiver of the examination pursuant to Business and Professions Code Section 5651(b).
## Education & Training credits

The Board’s evaluation of a candidate’s training and educational experience is based on the following criteria:

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<th>(a) Experience Equivalent:</th>
<th>Education Max. Credit Allowed</th>
<th>Training and/or Practice Max. Credit Allowed</th>
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<td>(1) Degree in landscape architecture from an approved school.</td>
<td>4 years</td>
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<td>(2) Degree in landscape architecture from a non-approved school.</td>
<td>3 years</td>
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<td>(3) Extension certificate in landscape architecture from an approved school.</td>
<td>2 years</td>
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<td>(4) Associate degree in landscape architecture from a community college which consists of at least a 2-year curriculum.</td>
<td>1 year</td>
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<td>(5) Extension certificate as specified in subdivision (a)(3) and a degree from a university or college which consists of a 4-year curriculum.</td>
<td>4 years</td>
<td></td>
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<td>(6) Associate degree from a college specified in subdivision (a)(4) and an extension certificate as specified in subdivision (a)(3) of this section.</td>
<td>3 years</td>
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<td>(7) Partial completion of a degree in landscape architecture from an approved school.</td>
<td>1 year</td>
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<td>(8) Partial completion of an extension certificate in landscape architecture from an approved school where the applicant has a degree from a university or college which consists of a four-year curriculum.</td>
<td>1 year</td>
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<td>(9) A degree in architecture which consists of at least a four-year curriculum that has been accredited by the National Architectural Accrediting Board.</td>
<td>1 year</td>
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<td>(10) Self employment as, or employment by, a landscape architect licensed in the jurisdiction where the experience occurred shall be granted credit on a 100% basis.</td>
<td>5 years</td>
<td></td>
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<tr>
<td>(11) Self employment as, or employment by, a licensed architect or registered civil engineer in the jurisdiction where the experience occurred shall be granted credit on a 100% basis.</td>
<td>1 year</td>
<td></td>
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<tr>
<td>(12) Self employment as a California licensed landscape contractor or a licensed landscape contractor in another jurisdiction where the scope of practice for landscape contracting is equivalent to that allowed in this state pursuant to Business and Professions Code Section 7027.5 and Cal. Code Regs. Title 16, Section 832.27 shall be granted credit on a 100% basis</td>
<td>4 years</td>
<td></td>
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(b) Educational Credits.
(1) Candidates shall possess at least one year of educational credit to be eligible for the examination.
(2) A degree from a school with a landscape architecture program shall be defined as one of the following:
   (A) Bachelor of Landscape Architecture.
   (B) Bachelor of Science in landscape architecture.
   (C) Bachelor of Arts in landscape architecture.
   (D) Masters degree in landscape architecture.
(3) The maximum credit which may be granted for a degree or combination of degrees from an approved school shall be four years of educational credit.
(4) A degree from a school with a landscape architecture program shall be deemed to be approved by the Board if the landscape architectural curriculum has been approved by the Landscape Architectural Accreditation Board (LAAB) as specified in its publication: “Accreditation Standards and Procedures” dated February 6, 2010 or the Board determines that the program has a curriculum equivalent to a curriculum having LAAB accreditation.
(5) For purposes of subdivisions (a)(7) and (8), "partial completion" shall mean that the candidate completed at least 80 percent of the total units required for completion of the 4-year degree or extension certificate program.
(6) Except as provided in subdivisions (a)(7) and (8), no credit shall be granted for academic units obtained without earning a degree or extension certificate under categories of subdivisions (a)(1), (2), (3) or (4) of this section.
(7) A candidate enrolled in a degree program where credit earned is based on work experience courses (e.g., internship or co-op program) shall not receive more than the maximum credit allowed for degrees under subdivision (a)(1), (2) or (3) of this section.
(8) Except as specified in subdivision (a)(5) and (6) of this section, candidates with multiple degrees shall not be able to accumulate credit for more than one degree.
(9) The Board shall not grant more than four years of credit for any degree or certificate or any combination thereof for qualifying educational experience.

(c) Training Credits
(1) (A) Candidates shall possess at least two years of training/practice credit to be eligible for the examination.
   (B) At least one of the two years of training/practice credit shall be under the direct supervision of a landscape architect licensed in a United States jurisdiction, and shall be gained in one of the following forms:
   1. After graduation from an educational institution specified in subdivision (a)(1), (2), (3) or (4) of this section.
   2. After completion of education experience specified in subdivisions (a)(7) and (8) of this section.
   (C) A candidate shall be deemed to have met the provisions of subdivision (c)(1)(B) if he or she possesses a degree from a school specified in subdivision (a)(1) and has at least two years of training/practice credit as a licensed landscape contractor or possesses a certificate from a school specified in subdivision (a)(3) and has at least four years of training/practice credit as a licensed landscape contractor.
(2) Candidates shall be at least 18 years of age or a high school graduate before they shall be eligible to receive credit for work experience.
(3) A year of training/practice experience shall consist of 1500 hours of qualifying employment. Training/practice experience may be accrued on the basis of part-time employment. Employment in excess of 40 hours per week shall not be considered.

(d) Miscellaneous Information
(1) Independent, non-licensed practice or experience, regardless of claimed coordination, liaison, or supervision of licensed professionals shall not be considered.
(2) The Board shall retain inactive applications for a five (5) year period. Thereafter, the Board shall purge these records unless otherwise notified by the candidate. A candidate who wishes to reapply to the Board, shall be required to re-obtain the required documents to allow the Board to determine their current eligibility.

Our Professional Associations

AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS (ASLA)

Founded in 1899, the American Society of Landscape Architects (ASLA) exists “to foster a professional bond of unity and strength among practicing landscape architects across the United States.” ASLA promotes the advancement of education and skill in the practice of landscape architecture as an instrument of public service. ASLA members benefit from professional interaction and a multitude of quality services directed to their specific practice needs.

Computerized Services: mailing list; bibliographic database.

Committees: Annual Meeting Education Advisory; Archives and Collections; Audit; Committee on Education; Council of Fellows Executive; Constitution and Bylaws; Emerging Professionals; Ethics; Finance and Investments; Government Affairs Advisory; Honors and Awards Advisory; LAM Editorial Advisory Committee; Licensure; Licensure LARE Prep Subcommittee; Member Services; Nominating; Policy; Professional Practice; Public Practice Advisory; Public Relations and Communications Advisory; Tellers.

Councils: Chapter Presidents; Council on Trees and Landscape Appraisal; PPN Council Leaders

Publications:

LAND - Landscape Architecture News Digest (monthly)
Landscape Architecture Magazine (monthly)
The Dirt - ASLA online blog
LATIS - Landscape Architecture
Technical Information Series (quarterly; online under Professional Practice)

Conferences: Annually in the Fall

Student Affiliation: See the SCASLA (Student Chapter ASLA) section in this Handbook for more information. ASLA student membership has great benefits including receiving the Landscape Architecture Magazine for the year.

http://www.asla.org/uploadedFiles/CMS/Membership/StudentMembership_FINAL2015.pdf

AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS (ASLA)

ASLA National Headquarters
636 Eye Street, NW Washington, D.C. 20001-2736

Phone: (202) 898-2444
Fax: (202) 898-1185

Website: http://www.asla.org

Student Resources: www.asla.org/lastudents.aspx
Southern California Chapter of ASLA (SCC/ASLA)

Competition: Southern California Professional and Student Awards Program, bi-annually with the CC/ASLA Awards Program

SOUTHERN CALIFORNIA CHAPTER OF ASLA (SCC/ASLA)

Executive Director: Vicki Phillip
360 E. First St. #371
Tustin, CA 92680
(714) 838-3615
Website: www.socal-asla.org Email: info@socal-asla.org

Student Liaison: Kim Rhodes
Email: KSR@deainc.com

By: Megan Schwartz
Landscape Architecture Foundation (LAF)

**Mission** The mission of the Landscape Architecture Foundation (LAF) is to support the preservation, improvement and enhancement of the environment. LAF invests in research and scholarship to increase our collective capacity to solve the environmental crisis.

**Vision** LAF will be a catalyst for change, and an active participant and leader of a new collaborative effort to improve the American environment. LAF envisions an American environment where:

- A strong sense of place is evident in community development
- Development is integrated more sensitively into the natural environment
- People live and work in quality safe and healthy environments, and participate actively in decisions that affect their physical surroundings
- Greater understanding and respect for natural systems lead to more holistic environmental policies and programs

**Computerized Services:** Information and research clearinghouse containing over 50,000 bibliographic references and professional profiles of landscape architects.

**Committees:** Recognition; Research

**LANDSCAPE ARCHITECTURE FOUNDATION (LAF)**

1129 20th Street NW, Suite 202

Washington D.C. 20036

Phone: (202) 331-7070

Fax: (202) 331-7079

Website: [www.lafoundation.org](http://www.lafoundation.org)

*By: Aiko Strasser*
California Council/ASLA (CC/ASLA)

*Purpose:* CC/ASLA is the lobbying and coordinating council of the four California ASLA Chapters

*Chapters:* Northern California, Sierra, Southern California and San Diego.

*Competitions:* Statewide awards program for professionals and students. An annual schedule complements the bi-annual awards program of the four local chapters. Submission is in early Winter and awards are given at the annual Spring conference.

*By: Grace Gardener*

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International Federation of Landscape Architects (IFLA)

*World Congress:* There is usually a student competition associated with this annual congress.

*INTERNATIONAL FEDERATION OF LANDSCAPE ARCHITECTS (IFLA)*

Avenue Louise 149/24, 12th Floor

B-1050 Brussels
Belgium

Phone: +32 495 568 285

Email: admin@inflaonline.org
Our Philosophy

The education of a landscape architect begins when an individual recognizes an ability to see and record visual images. From this basic sense one begins to assemble within the context of physical space a continuously expanding set of experiences and impressions. If properly recorded and studied, these images will provide both the basis and value for what the landscape architect ultimately creates.

A multiplicity of issues emerges when setting out to combine the natural and built environments. It requires that students possess both the theoretical knowledge and technical skill to be able, first, to recognize and understand those issues and then to pursue a logical, comprehensive process resulting in responsible and creative design solutions.

The Landscape Architecture Program at UCLA Extension requires students to commit and participate at an academically rigorous level. The Program consists of three years of evening and weekend classes, with two or three courses each quarter. The Program strives to create an educational environment which fosters an attitude of sensitivity; it supports an ethic which engenders responsibility to the land, concern for human factors in the environment, and an overall commitment to significant aesthetic value. The program encourages students to understand traditional landscape architectural values and methodologies and, at the same time, to value the search for fresh solutions to contemporary problems.

This program provides a unique alternative to traditional degree curricula: classes are offered only during evenings and weekends, thus enabling students to pursue their course of study while continuing their current professional endeavors.

The Program is distinguished in two other ways: instructor composition and the nature of the student body. The instructors constitute a diverse group of practicing professionals. Their fields range from landscape architecture and architecture to other related design fields. This group brings with them a variety of backgrounds, training, and experience; all are dedicated to the enhancement of the educational process. Many have served the Program for over five years and several since its inception in 1977. Instructional stability ensures that the Program’s ongoing evaluation and development proceed from an informed and involved basis. Students come to the Program with an even more diverse range of educational and professional backgrounds. Many possess advanced degrees and extensive professional experience and are in the midst of a career change. This diversity provides unique opportunities to students and instructors alike for exposure to alternative perspectives and collaboration of expertise.
Program Certification

The UCLA Extension Program in Landscape Architecture was fully re-certified (Spring 2013) by the California State Board of Architects Landscape Architects Technical Committee (LATC) as granting credit toward the six (6) years education and experience required for licensure. Award of the Program’s certificate is widely recognized as evidence of advanced training in the field. In 1983, the Program received the American Society of Landscape Architects’ Extension Landscape Architecture Award for Excellence in Education.

By: Michael Murray / Capstone
# Landscape Architecture Quarterly Curriculum Sequence

Students can begin the program Summer or Fall Quarter; courses must be taken in sequence & during the year indicated below.

## Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the Landscape Design Professions (4 units)</td>
<td>Landscape Design 1: Site Design Basics (4 units)</td>
<td>Landscape Design 2: Site Design (4 units)</td>
<td>Landscape Design 3: Advanced Site Design (5 units)</td>
</tr>
<tr>
<td>Design Graphics 1: Drafting and Drawing of the Built Environment (4 units)</td>
<td>Design Graphics 2: Communication for Site Analysis, Conceptual and Site Design (4 units)</td>
<td>Design Graphics 3: Digital Rendering and Presentation Drawings (4 units)</td>
<td>AutoCAD 1 (4 units)</td>
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<td>Landscape History (4 units)</td>
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</table>

## Year 2

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<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading &amp; Drainage (4 units)</td>
<td>Landscape Design 4: Sustainable Design/ Environmental Analysis and Planning (4 units)</td>
<td>Landscape Design 5: Planting Design (4 units)</td>
<td>Landscape Design 6: Concept Development (4 units)</td>
</tr>
<tr>
<td>Plant Materials: Trees (4 units)</td>
<td>Plant Materials: Shrubs (4 units)</td>
<td>AutoCAD 2 (4 units)</td>
<td>Irrigation/Water Conservation (4 units)</td>
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</table>

## Year 3

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<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landscape Construction Methods &amp; Materials (4 units)</td>
<td>Construction Drawing 2 (4 units)</td>
<td>Landscape Design 7: Advanced Design Studio (5 units)</td>
<td>Capstone Project Studio (10 units)</td>
</tr>
<tr>
<td>Construction Drawing 1 (4 units)</td>
<td>Human Factors in Landscape Architecture (4 units)</td>
<td>Capstone Project Seminar (3 units)</td>
<td></td>
</tr>
<tr>
<td>Professional Practices in Landscape Architecture (2 units)</td>
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</tbody>
</table>

- 6 elective units must be inserted into the 3 year plan before beginning the Capstone Project Studio.
- Students beginning Summer quarter should expect the program to last 3 years and 1 quarter. They will receive individual advising and a slightly altered sequence.
- Students who began the program prior to Summer Quarter 2014, have a separate transition sequence and should ask for individual advising.
The Program

Consisting of 105 (quarter) units of required core courses and 6 units of electives, the curriculum is structured as a series of design, technical, and theoretical courses beginning in the Summer and Fall quarters and taking three years to complete. Approved elective courses cover special interest areas and can be taken when convenient within the first 2 years. After a formal portfolio review at the beginning of year two, the student takes a series of landscape design studios which introduce increasingly complex issues and methodologies. After a second portfolio review halfway through year three, the student then produces a final capstone project, reflecting the values, skills, and knowledge acquired over the course of study.

Courses are sequenced so that students enroll in two or three courses each quarter. The Curriculum chart on the preceding page sets out the sequence of courses to be taken over the three years. Note that only Plant Materials and Electives are non-sequential. This precise sequence reflects the collective expertise of the Program Director, Instructors, and Guidance Committee. The curriculum is designed so that the acquisition of knowledge and skills proceeds in the most logical and organic sequence possible. By following this sequence, course prerequisites are automatically met and skills developed that are necessary for subsequent courses.

Students falling out of sequence will invariably encounter difficulty in meeting prerequisites for the courses that follow, attaining the appropriate skill level for subsequent courses, completing the program in 3 years, or finding an eligible course to take. Should this happen students should call the office to set up an advising appointment on how to proceed.

One begins the Program at the beginning of the sequence, i.e., by enrolling in Introduction to the Landscape Design Professions and Design Graphics 1. By the end of the first quarter in year one, beginning students signify their intention to pursue the full three-year curriculum by formally applying for admission to candidacy.

Formal admission to candidacy in the Program is required in order to enroll in landscape architecture design courses, to have one’s portfolio of course work reviewed (two portfolio reviews are mandatory), and to receive the Professional Certificate. Official transcripts of an undergraduate degree (in any field) from an approved institution, a completed Application for Candidacy form (available online), and payment of a $300 fee are required for admission. The fee is good for three (3) years; if necessary, students may renew their candidacy for an additional fee of $100 per year. All documents, including proof of degree (official transcripts) and payment of the fee, must be received before the student can enroll in Landscape Design I and Design Graphics II. Once admitted, candidates are entitled to the Program advising service, advance notice of quarterly course offerings, and membership in the student association, Student Chapter of ASLA at UCLA Extension (SCASLA).
The curriculum is under continuous scrutiny by instructors and staff for the purpose of consolidating and refining its structure and offerings. Based upon these reviews, the course requirements may be revised. These changes may alter the curriculum sequence, course descriptions, and/or units earned.
## Subject Areas/Courses

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Design Sequence</strong></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Landscape Design 1: Site Design Basics</td>
</tr>
<tr>
<td>4</td>
<td>Landscape Design 2: Site Design</td>
</tr>
<tr>
<td>5</td>
<td>Landscape Design 3: Advanced Site Design</td>
</tr>
<tr>
<td>4</td>
<td>Landscape Design 4: Sustainable Design/Environmental Analysis and Planning</td>
</tr>
<tr>
<td>4</td>
<td>Landscape Design 5: Planting Design</td>
</tr>
<tr>
<td>4</td>
<td>Landscape Design 6: Concept Development</td>
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<tr>
<td>5</td>
<td>Landscape Design 7: Advanced Design Studio</td>
</tr>
<tr>
<td>3</td>
<td>Capstone Project Seminar</td>
</tr>
<tr>
<td>10</td>
<td>Capstone Project Studio</td>
</tr>
<tr>
<td><strong>Technical Sequence</strong></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Design Graphics 1: Drafting and Drawing the Built Environment</td>
</tr>
<tr>
<td>4</td>
<td>Design Graphics 2: Communication for Site Analysis, Conceptual and Site Design</td>
</tr>
<tr>
<td>4</td>
<td>Design Graphics 3: Digital Rendering and Presentation Drawings</td>
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<td>4</td>
<td>AutoCAD 1</td>
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<tr>
<td>4</td>
<td>AutoCAD 2</td>
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<tr>
<td>4</td>
<td>Plant Materials: Trees</td>
</tr>
<tr>
<td>4</td>
<td>Plant Materials: Shrubs</td>
</tr>
<tr>
<td>4</td>
<td>Grading and Drainage</td>
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<tr>
<td>4</td>
<td>Irrigation/Water Conservation</td>
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<tr>
<td>Units</td>
<td>Course Title</td>
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</tr>
<tr>
<td>4</td>
<td>Landscape Construction Methods &amp; Materials</td>
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<tr>
<td>4</td>
<td>Landscape Construction Drawing 1</td>
</tr>
<tr>
<td>4</td>
<td>Landscape Construction Drawing 2</td>
</tr>
<tr>
<td>4</td>
<td>Introduction to the Landscape Design Professions</td>
</tr>
<tr>
<td>4</td>
<td>History of the Designed Landscape</td>
</tr>
<tr>
<td>4</td>
<td>Human Factors in Landscape Architecture</td>
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<tr>
<td>2</td>
<td>Professional Practices</td>
</tr>
</tbody>
</table>

*Electives: 6 Units Selected from Program offerings such as:*

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Sketch Up for Landscape Architects</td>
</tr>
<tr>
<td>4</td>
<td>Sustainable Practices in Design: Watershed</td>
</tr>
<tr>
<td>3</td>
<td>Landscape Lighting</td>
</tr>
<tr>
<td>3</td>
<td>Drip Irrigation</td>
</tr>
<tr>
<td>4</td>
<td>California Natives</td>
</tr>
<tr>
<td>2</td>
<td>Basic Sketch Up Workshop</td>
</tr>
<tr>
<td>2</td>
<td>Advanced Sketch-Up Workshop</td>
</tr>
<tr>
<td>2</td>
<td>Sketching on Location</td>
</tr>
<tr>
<td>3</td>
<td>Sketching and Plant ID</td>
</tr>
</tbody>
</table>

Students must obtain Program approval prior to enrolling for other courses outside the Landscape Architecture program catalogue to meet the elective requirement.
By: Libby Simon / Freehand Analysis Sketching at Sea Ranch
Policies & Procedures

Grades

A letter grade of C+ or better must be earned for a course to count towards the Certificate. **Classes taken on a Pass/Fail basis do not count!** Students should check their course receipts carefully to insure that they are enrolled in the course “For Credit-Letter Grade.” If not, they should immediately submit a Change of Credit Status form (available at the Registration and Cashier windows on the first floor of the Extension Administration Building), or online at www.uclaextension.edu and log into “My Extension.” From here you may also check your grades, and print out an unofficial transcript.  Please note: Grades are not automatically sent to students.

Grading scales and evaluation techniques used are entirely at the discretion of the individual instructor. A letter grade of F in a Landscape Architecture course (and in any other 400-series course in Extension) is not recorded on the student’s transcript. Rather, the course status automatically changes to Do Not Record. That course must be repeated for Certificate credit. A letter grade of D, however, is recorded, and the course still must be repeated for Certificate credit. A student may take a course no more than twice.

Unofficial student records used to monitor student progress are kept in the Program Office; students may view their own record at any time. Grades cannot be relayed over the phone. Only the Department of Student Services can issue copies of student records. Call the number listed in the quarterly catalog under General Information for information and service.

The best tactic is to keep current on the grade status for each course you take.

Grade point average requirement

An overall GPA of 3.0 (B) is required for graduation. This average is computed from core course and elective course grades earned at UCLA Extension (including courses for which you wish to receive credit through the challenge process); it will not include transfer credit grades.
Incompletes

A grade of Incomplete may be given under certain extreme circumstances. Any incomplete must be approved by the Program Director. Students must discuss a grade of incomplete with the course instructor no later than the second to last week of class. The instructor, after consulting with the Program Director, may agree to grant a grade of Incomplete: (1) if the student attended class regularly and (2) submitted a majority of the assignments but was not able to complete all of them due to an illness, family emergency, or other unforeseen emergency. If the request is granted, an Incomplete Agreement Form must be completely filled in and signed by both student and instructor by the last class meeting. Students may obtain the form from the Program Office. The completed form is submitted by the student to the Program Office. The instructor’s signature on the form indicates his or her agreement to grant the student a grade of Incomplete and to accept specific missing work by a specific future date, as indicated on the contract. No extra instruction will be available to the student.

Students must make certain that specific arrangements are made with the instructor before the course ends regarding exactly WHAT is due, WHERE, and WHEN the material should be submitted. This is the student’s responsibility, not the instructor’s! An Incomplete grade requires that the student finish all course work on his or her own without further instruction, within the time frame stipulated by the instructor. If the work specified in the Incomplete Agreement is not completed and turned in to the instructor within three (3) months, the course grade automatically becomes an “F” and the student will receive no credit for the course.

Incompletes do not satisfy prerequisite requirements. Students may not attend the same class as a nonpaying auditor to make up an Incomplete. If a course must be repeated, new registration and payment of the course fee are required. However, conditional prerequisite approval may be given by the Program Office to ensure sequential advancement by the student. If the Incomplete contract is not fulfilled, the approval may be rescinded. In all cases, Incompletes do not satisfy prerequisite requirements for either Portfolio Review I or II.

By: Christy Ciniglio
Transfer credit for previous work

Students entering the Program with relevant education, experience, or portfolios may petition to have equivalent courses transferred up to 24 units. Two options are available: (1) request credit for core courses taken previously and elsewhere (transfer credit from an accredited university); (2) challenges.

(1a) TRANSFER CREDIT—CORE COURSES

Upon submission of (1) official transcripts from the granting institution (original, stamped, signed, and sealed or electronic coming directly from the institution) and (2) a written request by the student for evaluation sent directly to the Program Office; academic work completed at an approved institution prior to being accepted as a UCLA Extension Landscape Architecture Certificate Candidate can be evaluated for the purpose of satisfying up to twenty four (24) units of the Program’s core course requirements. The student must have earned a letter grade of B or better, and course content must have been equivalent to the Program’s core course. (Unless otherwise notified, core courses taken in the Program up to one year prior to applying for candidacy and in which the candidate received a grade of B or better will be automatically accepted; neither written request nor transcript need be submitted.) The student must provide a published course description or course portfolio verifying that the work done was commensurate with UCLA Extension’s course content. Sometimes it may take the content of more than one course to satisfy a particular Program requirement. Students should be prepared to discuss, even demonstrate, what was learned in courses for which transfer credit is requested. If the course (or courses) satisfies Program requirements, the evaluator submits a completed Transfer Credit form to the Program Office where the grade becomes part of the student’s record with the Program. There may be a charge to review transcripts and process transfers.

Coursework eligible for transfer must be completed within 5-10 years of the beginning of your certificate. Technical courses must be completed within 5 years of the beginning of your candidacy.

Transfer credits are purely internal arrangements between the Program Director and the student. These grades are not counted when grade point averages (GPA) are calculated. A transfer credit grade does not become part of the student’s Extension record (since the course was not taken here), will not appear on Extension transcripts, and does not count towards fulfillment of the Program’s residency requirement.

(1b) TRANSFER CREDIT—ELECTIVES

The Program accepts transfer credits to satisfy elective unit requirements only from approved courses in other UCLA Extension Programs. Approval is required before enrollment for the units to be accepted for elective credit.
(2) CHALLENGES

If by virtue of prior work experience a student feels that the material of a particular course has already been mastered, attendance may be waived by challenging the course. This procedure may only be done the quarter before the course is regularly offered, and the challenge must be completed a week before the last day of that prior quarter.

UCLA Extension is not responsible for determining students' prior knowledge or preparation for these examinations. Approval to take examinations does not guarantee award of credit; other conditions, such as appropriate score, must be satisfied. All information on credit-by-exam is subject to change without notice.

The course Challenge procedure is as follows:

• Write the Program Office of the intent to challenge a course the quarter BEFORE the course it is offered.
• Submit a nonrefundable fee of $50 payable to the Regents of UC must accompany the challenge request. If a student does not enroll, they forfeit the $50 fee.
• If the challenge is approved by the Program Office the Program Manager will assign an Instructor, course number (reg #), fill out and have student sign the course challenge for which the student will have to sign.
• The Program Manager will advise the student of the course number, and the cost* to enroll in the challenge course and the timeline in which the examination(s) must be completed. Once enrolled, there are no refunds. No study material will be provided to the student. It is the student’s obligation to contact the instructor and arrange the examination(s) at a mutually agreed upon time(s).
• Enroll For Credit Letter Grade with that Reg #
• Examination type is at the discretion and convenience (but within the 45 day period) of the instructor. It may be based upon demonstration of skills (preparing plans) or through oral examination (plant material identification) or through written examination. The form of examination will be contingent on the subject matter being challenged.
• The student CANNOT have ever been enrolled in the course (graded or withdrawn).
• Full credit is awarded if the challenge is successful

* The fee for a course challenge examination is the current published full course fee (early bird pricing not applicable). This fee is paid to the Regents of UC and is non-refundable regardless of whether or not you complete the examination.
A course Challenge must be completed within a forty-five (45) day period. The instructor may reserve the option to shorten or lengthen this time by 7 days. In all cases, work must be completed by the week before end of the quarter. The Program reserves the right to establish and to change the time frame within which specific courses may be challenged.

If meriting a grade of B- or better, the challenge is deemed successful. The instructor then submits a completed Final Grade Report to Student Services where the grade becomes part of the student’s permanent Extension record. A grade of I (Incomplete) cannot be given.

If a grade of C+ or lower is received, the challenge is deemed unsuccessful. The instructor then submits a grade of F on the Final Grade Report to Student Services where the course status reverts to Do Not Record so that the grade will not appear on official Extension transcripts. The full course must then be taken in the next quarter for Credit-Letter Grade. Please remember that:

(1) In every case the instructor’s decision is final and not subject to appeal

(2) In order for a challenged course to fulfill prerequisite requirements, the challenge must have been successfully completed and recorded. A course may be challenged only if the prerequisites for that course are satisfied, or with the consent of the Program Director and instructor of record.

(3) Successful challenge grades are considered in GPA calculations and are part of the student’s official record with UCLA Extension.

(4) Because of the customized nature of the challenge process, no refunds are given.

(5) The challenge process may not be used for elective credit.

(6) The challenge process may not be used in lieu of repeating failed courses.

Not every class can be challenged. Advanced Design Classes and Advanced Technical Classes may not be challenged. Students should check with the program to see if a Course Challenge is available.

Student must be a certificate candidate to challenge courses in the program.
By: Don Rice
Electives

The Program currently requires that students complete 6 units of electives in addition to the core course requirements, to fulfill candidacy requirements. Elective units can be satisfied by (1) enrolling in approved elective courses at UCLA Extension, or (2) pursuing Independent Study/Internships projects under the guidance of a mentor. No part of the elective-unit requirement can be fulfilled with transfer credits or challenges.

Independent Studies/Internships

Independent Studies/Internships must be approved by the Program Director and the Dean of Academic Studies, and may be one-quarter projects, or may extend over several quarters. Students should first approach their preferred instructor/mentor with ideas for an independent study, and together, work out the proposal details. Working with a Program instructor should not, however, prevent the student from seeking guidance and supervision from outside professionals who may have interest and expertise in the topic. A student seeks approval by submitting to the Program Director an Independent Study Proposal, in outline or narrative form, which details the goals, objectives, means, resources, suggestions for a specific number of unit credits, etc., as well as a time frame for completion. Clear learning objectives and deliverables must be stated and achieved. This request must be signed by the instructor, the student, and the Director. Internships are available and must be preapproved by the Dean of Academic Studies. Contact the Program office for complete information.

Residency Requirement

No less than twenty (20) of the required core courses and all required elective units must be satisfied at UCLA Extension.

Suzanne Baird: Freehand Sketching Analysis at Sea Ranch
Policy on Landscape Architecture Students Performing Design Services

This institution strictly observes the mandate from the California State Landscape Architects Technical Committee (LATC). Rules and regulations of the State of California should be read and followed.

• In no case should a student of landscape architecture at UCLA Extension (or any other institution, for that matter) perform design services or documentation for hire, except as permitted under the exempt areas of practice described in the Business and Professional Code, Article 3, Sections 5640 and 5641 (see below; available online at http://www.latc.gov/laws_regs/pa_all.shtml#5640.)

• Students should never represent themselves as “landscape architects,” they should refer to themselves as landscape architecture students, which should be interpreted to imply support for the integrity of the registration process.

• Any violation of this mandate is actionable by the State Landscape Architect Technical Committee and can be punishable by both fine and imprisonment. An infraction of this mandate may jeopardize a student’s eligibility to become licensed.

5640. Unlicensed Person Engaging in Practice — Sanctions

It is a misdemeanor, punishable by a fine of not less than one hundred dollars ($100) nor more than five thousand dollars ($5,000) or by imprisonment in the county jail not exceeding six months, or by both such fine and imprisonment, for a person to do any of the following without possessing a valid, unrevoked license as provided in this chapter:

(a) Engage in the practice of landscape architecture.
(b) Use the title or term "landscape architect," "landscape architecture," "landscape architectural," or any other titles, words, or abbreviations that would imply or indicate that he or she is a landscape architect as defined in Section 5615.
(c) Use the stamp of a licensed landscape architect, as provided in Section 5659.
(d) Advertise or put out a sign, card, or other device that might indicate to the public that he or she is a licensed landscape architect or qualified to engage in the practice of landscape architecture.
5641. Chapter Exceptions, Exemptions

This chapter shall not be deemed to prohibit any person from preparing drawings for the conceptual design and placement of tangible objects and landscape features or plans, drawings, and specifications for the selection, placement, or use of plants for a single family dwelling. Construction documents, details, or specifications for the tangible objects or landscape features, and alteration of site requiring grading and drainage plans shall be prepared by a licensed professional as required by law.

By: Jill Balboa
Dispute Resolution

UCLA extension policy & procedures

The following Statement specific to resolution of disputes that students may have with Extension has been excerpted and summarized from UCLA Extension’s This chapter shall not be deemed to prohibit any person from preparing drawings for the conceptual design and placement of tangible objects and landscape features or plans, drawings, and specifications for the selection, placement, or use of plants for a single family dwelling. Construction documents, details, or specifications for the tangible objects or landscape features, and alteration of site requiring grading and drainage plans shall be prepared by a licensed professional as required by law. Dean’s Office guidelines for general dispute resolution procedures issued January 10, 2001.

If the level of dispute lies at the course or instructor level, students should first try to work out any problems with the instructor. Failing resolution and in other circumstances, students should direct letters or telephone calls to the Program Director. If the dispute cannot be resolved at this level, the Department Director [in our case, The Department of The Arts] will review and respond. Student disputes are directed to the Deans’ Office only after both these avenues of resolution have been attempted. In the event that letters from students are sent directly to the Deans’ Office, they will be forwarded to the Program Director with a request that the Deans’ Office receive a copy of any subsequent correspondence.

The Deans’ Office will become involved in the investigation of student/department disputes only when charges suggest that Extension has acted in an arbitrary, capricious, or discriminatory manner, or upon appeal of a decision made by a Department Director.
IV Student Handbook

Student Conduct

UCLA Policy

The University policy regarding student conduct is available for inspection in Extension’s Office of the Dean. Or: Consult Student Conduct in the General Information section in any quarterly Extension catalog.

Equipment • Materials • Supplies • Books

In addition to the cost of each class, there are necessary expenditures for books, equipment, art supplies, and the reproduction of one’s work.

The following is a list of the most basic equipment and materials that will typically be needed. Specific requirements may vary by course, but the following materials will be needed throughout your studies here. Unless you have unlimited resources, you should wait to purchase the very expensive or specific items until they are required for a class...after you have committed to the Program.

Computers

PC (Preferred)

Drafting equipment

PENCILS. Wood (a variety of lead densities; 4H to 6B). LEAD HOLDER. Metal (not automatic); get two. Must fit in pencil pointer as well as hold the lead.

DRAWING LEADS Brands: Eagle-Turquoise, Staedler-Mars, Faber Castell (4H to 2B and F most commonly used). LEAD POINTER.

ERASERS Electric or Plastic Faber-Castell Magic Rub, Staedler-Mars plastic or equal.

ERASING SHIELD Stainless steel with a series of equal round holes. PORTABLE DRAWING SURFACE. Drawing surface for field use; masonite OK.

DRAFTING BOARD Min. 30”x 40” Alvin or Mayline, with borco or drafting linoleum.
board with a parallel bar built in is recommended. No Masonite. Must have metal edge if there is no built-in bar.

**CHAIR** Comfortable and coordinated with drafting surface height, adjustable position for stool or standing.

**LAMP** Clamp-on drafting lamp. If you’re buying a cheap brand, get 2 or 3 lamps; the best is an incandescent and fluorescent combo.

**PARALLEL BAR (or a T-square)** 42” length. Draws consistent horizontal parallel lines. This is an industry standard and will be used on most of your projects.

**T-SQUARE** Antique version of the parallel bar (and not needed if you have one). Wood with clear plastic edges and black wooden head. Length must be just shorter than board. TRIANGLES. Clear or tinted plastic. Recommended sizes/angles:

  a) one large 45° - 12”
  b) one large 30/60° - 12”
  c) one small 45° - 6”
  d) one small 30/60° - 6” FRENCH CURVE. Buy one or two; one small and one large. Many kinds are available. Check with your instructor first.

**COMPASS** Standard compass; be sure it can lock in place.

**SCALES:** Buy both an ARCHITECT’S and an ENGINEER’S scale, each triangular and 12” long (no metric or draftsman’s). FLIMSY/TRACING PAPER. Roll 18” wide. Buy the thin paper in white or buff. TRACING (DRAFTING) VELLUM. 24” roll or a 24” x 36” tablet, 1000H Clear print without fadeout grid.

**CIRCLE TEMPLATES.** Get 2: 1/16” - 2-1/4” diameter, and one with larger circles. DRAFTING TAPE or DOTS. Buff color, narrow Scotch brand. No masking tape. NON-PHOTO BLUE PENCILS

**NON-PRINT PENCILS**

**DRAFTING BRUSH, Tape Measure, X-ACTO TOOLS, PEN KNIVES, ETC.**

The following are typically needed or required in later classes. Unless you have
unlimited resources, you should wait—at least with very expensive items—until they are needed for a specific class in order to ensure selection of appropriate brand, type, etc.

**DRAFTING PENS** Get Rapidograph NN No. 1 or 2, or Mars .6mm PENS. Razor Point, Pentel Sign Pen, Sharpie markers, etc. MARKERS. various brands available in a variety of colors FLEXIBLE CURVE.

**LARGE GRID PAPER** (4 squares to the inch) ROLLING PARALLEL.

**PROTRACTOR** SCIENTIFIC ELECTRONIC CALCULATOR. LETTERING GUIDE. Staedtler Ames.
Portfolio Development & Review

Throughout their studies, certificate candidates are required to assemble a portfolio of their best work from each class. This is formally reviewed twice during the course of the Program: Once at the end of year one and again half way through year three. Review panels typically consist of instructors, Guidance Committee members, local professionals, and program alumni. In addition to the ongoing commentary and dialogue during the review, each panelist prepares a written evaluation that rates each student according to various skills. Copies of these evaluations are later sent to the student and placed in their Program records folder.

While the Landscape Architecture instructional staff envisions the portfolio review as a means of measuring the effectiveness of Program curriculum, quality of instruction, and course sequencing, the individual student is seen as its principal beneficiary. It provides an opportunity to measure personal growth against that of your peers, and to evaluate your progress in the Program. This exercise also provides an occasion to counsel students who may seem to lack sufficient aptitude, or whose motivation or interest may have waned. Above all, the reviews are intended to be a positive and fulfilling experience, a genuine reinforcement of the learning process.

The Program office advertises the dates of these annual reviews several months in advance and sends all eligible students detailed instructions on how to prepare well before the review date. Portfolio reviews are typically held on a Saturday at the beginning of Fall and Spring quarters.

If the student has (or has not) been notified about portfolio review and feels this is an error, it is their responsibility to verify their current status with the Program office. If make-up reviews must be scheduled for a student not able to participate on the published date, a service fee will be charged.

First portfolio review

At this stage students are expected to demonstrate a developing level of graphic skills, as both art and communication. Design is evaluated for its expressive quality, use of basic design elements, and the student’s overall creativity in terms of understanding and defining problems and applying a process of testing solutions against problems. A general attitude of academic thoughtfulness and comprehensiveness is expected to support and inform all work. These reviews normally last about 45 minutes.
Required work for Portfolio Review 1

Students complete their sections of the Portfolio Review forms, which have been provided by the Program office. One copy is given to each panel member. Following a brief introduction, they then present original work from the following categories, providing a brief description of the problems addressed and an explanation of the process and thinking which account for the solutions in each:

- Landscape Design 3 project.
- One project example of drawing and rendering skills from either Design Graphics 1, 2, or 3
- One project that you feel is exceptional (can be from Landscape Design 1 or 2 or an elective course)

Students eligible to participate in First Portfolio Review will be so notified by the Program office. This eligibility is established when all Year I courses have been successfully completed.

Be aware that successful participation in the First Portfolio Review is a prerequisite for enrollment in Landscape Design IV. No exceptions are made.

Second (final) portfolio review (winter or spring, year 3)

At this stage students are expected to demonstrate a level of technical capability commensurate with professional entry and a well-rounded range of design and communication skills. They are expected to be conversant with environmental and behavioral issues; where appropriate, their work should reflect these concerns. They are expected to present themselves professionally, be aware of their strengths and weaknesses, and have a reasonably clear idea of where their professional careers might lead. This review normally lasts around 60 minutes.

Required Work for Portfolio Review 2

Students complete their sections of the Portfolio Review forms, which have been provided by the Program office. One copy is given to each panel member. Following a brief introduction, students present their own original work (not group projects) from the following categories, providing a brief description of the problems addressed and an explanation of the process and thinking that account for the solutions to each:

- A complete, bound set of Construction documents representing the spectrum of that series of courses;
- One design project (consisting of both process and final drawings) from Landscape Design 6: Concept Development;
• One other project of the student’s choice selected from Landscape Design 5: Planting Design, or Human Factors; or any course in the Program that was not presented for Portfolio Review I. Students present their topic for Capstone and should be prepared to discuss their project with the panel.

Students eligible to participate in the Second Portfolio Review will be so notified by the Program office. These students must have completed all of the core curriculum courses that are required prior to the first quarter of Year 3. In addition, 4 units of electives must be completed and a Capstone topic or topics should be presented. Generally, this means that the student is ready to proceed with Capstone Project Seminar. Meeting these requirements and successful participation in the Second Portfolio Review are prerequisites for enrollment in the Capstone Series.

**Capstone**

Third-year students who have completed all prerequisites are eligible to enroll in the **Capstone Seminar**. A consecutive two-quarter year of work, Capstone Project Seminar and Capstone Project Studio, is expected to represent the culmination of a student’s education and efforts in the Program. It is the prime vehicle for demonstrating what a student has learned, how well he/she has integrated the curriculum “pieces” into a unified concept, how well he/she can take a project from concept through completion.

In addition to being a comprehensive project, Capstone is also an opportunity for students to examine their chosen topic in great depth and to challenge themselves to advance either new knowledge or new applications of knowledge to the discipline of landscape architecture. The instructors will guide students in that process.

Essentially, each student selects an area of independent study—subject to approval by the Final Project instructors and the Program Director, and spends two quarters going through the process including research, problem analysis, solution conceptualization, and design presentation. In order to be eligible for the Final Project Series, students must submit the first draft of their Statement of Intent /Proposal to the Program Director by the first meeting of the Capstone Workshop, at the beginning of their third year. The selected Capstone topic and proposal must be approved and researched before the end of the Capstone Seminar.

Research and analysis, document and data-gathering and project refinement proceed through the Capstone Project Seminar quarter.

Formal Capstone presentations are held at the end of the Capstone Project Studio, to an audience of professionals, instructors, Guidance Committee, family and friends, and, of course, other interested students. To get an idea of what these projects entail, all students are encouraged to attend the final presentations; these are open to the entire student body.
For a list of recent Capstone projects, check the Landscape Architecture Program Library, located in Room #315 of the Westwood Center, 1010 Westwood Blvd. Capstone projects are available for reference only, and may not be checked out. Note that the Capstone project is not considered complete nor will be awarded a letter grade until the required number of bound copies of the student’s Capstone project are submitted to the Program Office and the book is approved by the Program Director.

It is never too early for students to begin thinking about possible topics for their Capstone; also to begin writing down and/or sketching ideas. Many students, especially those not accustomed to writing long papers, find this stage the biggest hurdle of all.

Get a head start!

By: Christel Leung I Freehand Sketching
Analysis at Sea Ranch
Program-wide Charette

The Landscape Architecture Program Design Charette began in 1996. As a “commuter school,” it is difficult for students and instructors to get together in a studio environment, away from the classroom setting. The Charette is an opportunity to meet for one day and be involved in a fun-filled day of energizing and exciting activity, interaction, and problem solving. This event is an opportunity to work as part of a design team with professionals, instructors, and students from all three years of the Program, to analyze and develop a design solution for a specific site. It is rewarding to see the interaction, energy level, process involvement, problem-solving collaboration, and creativity that take place to reach conclusion and closure at the end of the day.

The Charette is organized with two instructor coordinators who select the site and write the design program. Each team has an instructor faculty advisor and third year student advisor(s), who act as team leaders. The rest of the teams are made-up of students from the other two years of the Program. Every effort is made to keep an even distribution of students on each team. A variety of abilities are taken into account as the program and tasks are developed.

This is a required all-day event (approximately from 8:00 am to 5:00 pm) that is usually held on a Saturday in either the spring or fall. There may be a few preliminary meetings with the instructors and student advisors, and/or with team members. It is important to be actively and positively involved with this event. Please remember that it is mandatory; students who are unable to attend the Charette are required to do a make-up assignment and report.
Evaluation of Program, Courses, and Instruction

At the conclusion of each quarter, students are asked to evaluate each course and instructor(s) at UCLA Extension. University standardized forms are used. The course evaluation form is completed online, although some are completed in class.

Extension and the Landscape Architecture Program are constantly evaluating course offerings, syllabi, and instructors in order to improve service to the students. All evaluations are read by the Program manager, and action is taken or congratulations offered where warranted. To insure fair and honest student comments, without retribution, instructors do not see their evaluations until after course grades have been submitted. Very often, consultation with instructors about evaluation comments has significantly improved course quality. Thus, students are invited to participate in this exercise with the seriousness and urgency it deserves, being assured that constructive criticism is heard and heeded.

By: Jayne Andrews / Capstone
The Certificate Award

The *Professional Certificate in Landscape Architecture* is awarded after students complete both Portfolio Reviews, pass all core and elective courses, earn an overall grade point average of at least 3.0, and submit the required bound and CD copies of their approved *Capstone Project* to the Program Office.

Certificates are mailed to graduates, after completing the Capstone Project and if all library materials have been returned. Graduates are encouraged to participate in the Graduation Ceremony at Royce Hall in June and graduates are honored at the Landscape Architecture Awards Ceremony at the Annual Student Show, held in Summer quarter.

*By: Megan Schwartz*
Continuing Education for Professionals

As part of their continuing education and professional development, landscape architects and professionals in related fields are invited to enroll in regularly scheduled advanced classes, and Program electives, as well as continuing education workshops and seminars offered periodically by the Program. Areas of special interest as well as conceptual, technical and communication skills are addressed in these offerings.

Past offerings include:

- Design Implementation Workshop*
- Fire Ecology
- Grading & Drainage: Intensive Review*
- Green Roofs
- Implementing New Water Conservation
- Landscape Architecture Registration Exam (LARE) Review (Fall and Winter)
- LID Guidelines
- Lighting the Residential Landscape
- Navigating the Bureaucracy
- Storm Water Management & Rainwater Harvesting
- Tree Hazards
Who’s who?

**UNIVERSITY of CALIFORNIA LOS ANGELES**

Gene D. Block Chancellor, UCLA

Carole E. Goldberg Vice Chancellor, Academic Personnel

**UCLA EXTENSION**

Wayne Smutz Dean, Continuing Education and UCLA Extension

Kevin Vaughn, Associate Dean, Academic Affairs

Linda Venis Director, Department of the Arts

**LANDSCAPE ARCHITECTURE PROGRAM**

Program Staff:

Stephanie Landregan, FASLA, LEED AP Program Director

Melissa McDonald Program Manager

Asmeret Bekele Program Assistant
Our Program Director

**Stephanie V. Landregan** Landscape Architect CA 4093, FASLA, LEED AP

A 1993 graduate of the Landscape Architecture Program, Stephanie was appointed Program Director in August 2008 after the retirement of long-time Director, Alexis Slafar.

In addition to her duties as Program Director, Stephanie teaches one class per year and is principal of her own landscape architecture firm. She was the Chief Landscape Architect for the Mountains Recreation and Conservation Authority for nine years, and worked as a Landscape Architect with Moss and Associates. Stephanie holds a Bachelor’s degree in Art from the University of Kentucky (1975).

Stephanie serves on the State of California’s Mining and Geology Board and on the City of Glendale’s Planning Commission. She is active with ASLA and CLARB. In 2010 Stephanie was inducted as a Fellow in the American Society of Landscape Architects, becoming the first Program graduate to receive this honor.

By: Richard Maxwell / Thesis
Our Guidance Committee

In monitoring the quality of our academic curriculum and assuring that it is responsive to contemporary professional issues, a body of landscape architects and allied professionals, the Guidance Committee, plays an important role in determining the Program’s direction. At full membership the committee may consist of four landscape architects appointed by ASLA; two members-at-large (landscape architects, architects, planners, or other related professionals); the Chair of Architecture/Urban Design Program, UCLA School of Arts and Architecture; Landscape Architecture Program Director; Department of The Arts Director; the past two instructor committee chairs; the President of the Alumni Connection; and one (SCASLA representative) student observer.

The Guidance Committee is responsible for consultation on issues of curriculum, instructor selection, and other academic and professional matters. It will address critical issues which confront the Program, provide insight and guidance regarding its overall direction, and serve as a liaison to the professional community. The full committee meets quarterly; subcommittees responsible for specific issues meet informally. Individual members may participate in special events, seminars, and lectures, or orchestrate extra-curricular programs for scholarships, financial and/or material support, and public relations as the need or occasion arise.

2015 Guidance Committee: The professionals from outside the University serving on the Guidance Committee are: Carol Robinson, (since 1996), Simon Patchusa (since 2012), Marty McPhee (since 2013), Kiku Kurahashi (since 2014), and Katherine Rudnyk (since 2015)

ASLA Appointees: Andy Bowden (since 2009) and Michelle Sullivan, ASLA (2014)

Emeritus members include: Francis Dean, Morgan “Bill” Evans, Courtland Paul, Rae L. Price and Lawrence Moline, all fellows of the American Society of Landscape Architects. Other honored committee members have included Joseph H. Linesch, Warren Lausen, Emily Jean Gabel-Luddy, Thomas Lockett, Lawrence Moline, Calvin E. Hamilton and Don Roberts, all Fellows of ASLA, and Barry Jesmer, ASLA, Don Marquardt, ASLA, Michael Lehrer, AIA, and Richard Hutman, AIA.
Instructional Staff

Our instructor staff is comprised largely of practicing landscape architects, architects, and specialists in related fields. These individuals have been selected for their significant professional contributions, special interests, expertise, demonstrated abilities, and commitment to the educational field. Most have taught in the program for five or more years.

For information about current instructors, please visit our website at: http://landarch.uclaextension.edu/instructors/

By Sara Newey
Administrative and Support Staff

Behind the scenes and on an ongoing basis, the entire Extension administrative organization supports the Program in critical areas such as classroom reservation, audio-visual equipment, photocopying, record-keeping, transcripts, marketing, financial aid, and registration.

Your principal contact with UCLA Extension bureaucracy will be the Landscape Architecture Program Manager and the Program Director. Located in Room 414 of the Extension Administration Building, they are available to assist you with your Program-related issues and concerns. Office hours are 8am-5pm Monday – Friday. Many other interactions with UCLA Extension can also be funneled, initially at least, through the program office. Indeed, a good rule-of-thumb is: “Phone the office first.”

By: Sandra Betts / Basic Drawing
Student Body

The Landscape Architecture Program attracts students whose ages range from their 20’s to 60’s from a wide range of professions. In recent years these have included music, accounting, business, computer science, photography, advertising, management, architecture, interior design, copy editing, acting, banking, fine arts, real estate, law, teaching, kinesiology, financial planning, and just about everything in between. Many possess advanced degrees and several years of professional experience. Diversity, maturity, and a combination of work, family, and academic interests are some of the predominant characteristics of students in this Program. This diversity provides unique opportunities for sharing varying perspectives and expertise.

Our Graduates

Since the Program graduated its first student in 1979, over 350 students have been awarded the Professional Certificate in Landscape Architecture. Approximately 25% are now licensed in the state of California, and many others work for licensed professionals in both the private and public sectors. Several have their own firms. Many Alumni keep in touch with the program, attending and adjudicating entries in the annual Student Show, and reviewing Final Project presentations and Portfolio Reviews.

By: Kathleen Nolan / Design V
ASLA - Student Chapter

Active since the Program began in 1977, the Student Chapter of the American Society of Landscape Architects at UCLA Extension (SCASLA) exists to bring students together, expand their knowledge of the profession, complement the formal curriculum, and act as liaison between the students and the Program. It provides an opportunity for students to meet each other, exchange ideas, and participate in activities that are fun and which contribute to molding their emerging professional status.

SCASLA regularly sponsors lectures, garden tours, social events, workshops, and ‘tricks-of-the-trade’ demonstrations on subjects ranging from office practice to what to expect after graduation. Members actively represent UCLA Extension at local ASLA chapter meetings.

Membership

All students currently enrolled in certificate program courses are automatically members of SCASLA. Dues are paid to SCASLA by the Program Administration.

Annual Student Show

The biggest SCASLA-sponsored event each year is the annual Student Show held in Summer quarter. This is an opportunity for students to show their best work from the previous school year in a public exhibition. This is a judged event where recognition of Excellence, Merit, or Honor is awarded in various categories by a panel of professional jurors. Professionals and members of the general public attend, and many students contribute time, creative energy, and professional expertise. The opening event is held at UCLA Extension facility 1010 Westwood Center. The Student Show Opening and the Student Awards Ceremony occur on the same day.

The presentation of student award Certificates of Appreciation to the members of the Southern California community for significant contributions in time, expertise, or material to SCASLA or the Program.
**SCASLA officers**

Each year, the student body elects a president, vice president, secretary, and treasurer. Class representatives for each of the four years of the program are also elected.

**SCASLA always needs volunteer assistance.** Specific domains of responsibility for SCASLA activities include:

- Conducting SCASLA meetings
- Writing up meeting minutes
- Representative to meetings of ASLA and SCCASLA
- Representative to instructor meetings
- Representative to Guidance Committee meetings
- Student Show coordinator
- Organizing lectures and demonstrations
- Membership
- Community outreach
- Scholarships
- Meeting host/hostess

Be sure to follow the UCLA Extension Landscape Architecture program’s [website](#) for the latest information about upcoming SCASLA events, as well as interesting articles about the profession.
The ASLA connection

In 1989, SCASLA became a chartered student chapter of the American Society of Landscape Architects. As the first ASLA student chapter affiliation offered to a non-degree-granting institution, this was a distinct honor.

All SCASLA members are eligible to join national ASLA at a discount student rate, and are encouraged to do so. An ASLA student application is included in the new student package, or you can apply online at www.asla.org/lastudents.aspx. Contact your SCASLA class representative or check out our blog for further information. Student affiliate members will have access to up-to-date information on developments in the profession. ASLA’s full range of publications, products, and services will be available to you at significant savings. Plus, students have the opportunity to make valuable contacts with practitioners and can begin building a professional network.

ASLA student members receive:

Landscape Architecture Magazine

LAND Online - a monthly newsletter, and “The Dirt” - a great blog

Discounts from the ASLA Bookstore and special rates for other ASLA products

Discounted rates to ASLA Annual Meetings

Eligibility for the annual national student design competition

Graduating student discount on membership
Alumni Connection

The Landscape Architecture Alumni Association of UCLA Extension was formed on August 17, 1996. All graduates of the Program are eligible to be members of the Association.

The name *The Alumni Connection* reflects the desire to be a conduit and network between and with the profession, Program, students, and other alumni. The purpose of the Association is to help build the Program’s voice, standing, and value; thus, improving the opportunities within the job market while educating the public about landscape architecture and the Extension Program.

**President:** Elaine Stowell:  elaine.stowell23@gmail.com

**Vice President of Membership:** Jackie Curry:  jackiecurry@roadrunner.com

**Vice President of Programs:** Yvonne English:  yvonne@legenddesignstudio.com

**Recording Secretary, Correspondence Secretary:** Maruta Taube:  marutataube@yahoo.com

**Treasurer:** Cathy Roberts:  crmaison@gmail.com

**Parliamentarian:** Alexis Slafer:  aslafer@ca.rr.com

**Web Admin:** Patricia Jennex:  patricia_jx@yahoo.com
UCLA/ UNEX Resources

Most classes are held in UCLA Extension facilities located at 1010 Westwood Center, Lindbrook Center, or Figueroa Courtyard in downtown Los Angeles. Some classes are held in UCLA campus lecture halls and table classrooms. Plant Materials classes are organized as field trips, meeting in nurseries, gardens, arboreta and other designed sites around southern California. Field trips to specific designed sites constitute an important part of many courses.

Studio Space

In 1993, then Program Head, Tom Lockett was able to bring to fruition a long-held dream of securing a space that could be reserved exclusively for use of landscape architecture students for study, work, meetings, use of the computers, etc. In 2000, the Program moved its studio from the Westwood Village Center to the 1010 Westwood Center.

Located in Room 314 (studio) & 315 (library) the UCLA Extension facilities at 1010 Westwood Boulevard, studio space contains a scanner, drafting tables, and the library.

Selections from the Landscape Architecture Library collection are housed there for reference. Materials in the library can be checked out by candidate students.

Advising and Tracking

The Program Director and Program Manager provide ongoing advising to Certificate students throughout their tenure in the Program. In addition, the Program staff continuously tracks the progress of each Certificate student by monitoring grades and curriculum sequencing, processing credit for previous work, and initiating action, progress review, or further professional advising where warranted. As students approach their final year in the Program, the Program staff routinely examines their status and will verify any unmet requirements.

While the Program staff tracks the progress of Certificate students, each student is responsible for meeting Program requirements, and for being informed of where they are in the sequence. If in doubt, ASK!

To order an official transcript, consult the quarterly Extension catalogue for procedures. Students may obtain an unofficial transcript from the student services office, located on the first floor of the extension administration building. Students may review their grades without ordering a transcript, online (at My Extension), or may come to the Program Office to view an unofficial record. Extension policy prohibits staff from revealing a student’s grades over the phone; however, students are welcome to peruse their records in person.
Financial Assistance Financial Aid

Several financial aid programs are available to certificated students in the Program. All student aid is predicated on the program’s designation as a post-baccalaureate program. Therefore only students with a BA, BS, or more advanced degree are eligible for financial aid programs. The Program Office, however, does not handle this aspect of student life. The Financial Aid Office, located on the first floor of the Extension Administration Building, handles all requests for loans and financial aid. Their phone is (310) 825-4246. Refer to the current Financial Aid Announcement in the Appendix of this Handbook and the “General Information” section of the quarterly Extension catalogue for more information.

Employment

Although the Program has no formal referral or placement service, UNEX offers career services for current certificate students and graduates. For more information, visit the UCLA Extension website at: www.uclaextension.edu, log into “My Extension” and select “Career Spot” or check out the Program’s Facebook page. Enrollment fee waivers and full or partial course fee waivers are offered to certificate students selected as teaching assistants, librarians, or who may be asked to render other special services to the Program.

Scholarships

A number of local, regional, national, and international scholarships and competitions are available annually to students of landscape architecture. Application information is distributed via email and on the program blog. See the Handbook section entitled Competitions/ Awards/ Scholarships for an annual calendar and summary of typical offerings.

Bookstores

Lu Valle Commons Bookstore (310) 825-7238

Specializes in Business and Management, Law, Architecture, and Social Welfare textbooks. Located between the Public Policy Building and Dodd Hall. Limited supplies and snacks. The Program orders books either through Hennessy & Ingalls in Santa Monica or here, at Lu Valle. Call the Program Office for more details.

ASUCLA Textbooks (310) 206-0791

Located on the A-Level of Ackerman Student Union. Extension textbooks and most books on course reading lists can be purchased here. However, Landscape Architecture texts and reference books are not ordinarily in stock.
ASUCLA Computer Store  (310) 825-6952

Located in the Ackerman Student Union Building. Meeting minimal requirements, Certificate students are eligible to purchase hardware and software products of select companies at substantially reduced prices. ASUCLA refers to this as the Cash Price. These privileges are granted to students by the companies themselves; ASUCLA merely implements them. For more information visit the Computer Store and pick up one of the flyers describing the eligible products and their cash price terms of purchase. The student must show a photo ID and program Candidacy card. Students are encouraged to do some comparison shopping online to verify for yourself the value of this arrangement.

University Herbarium  (310) 825-3620

Available free from its office in Room 124 of the Botany Building a copy of the campus walking guide called The University Garden. Complete with botanical names. Or you can find this guide online: http://www.botgard.ucla.edu/plants.html

Libraries

Landscape architecture program library 1010 Westwood, Rm #315; visit the library’s Facebook page at ‘UCLA Extension landscape architecture library’ or contact the program office for further information.

The Program has built up a specialized library collection of over 1000 volumes. It consists of textbooks and reference materials, books that have been required or recommended reading in the Program’s courses, as well as copies of Capstone books and/or CDs from past years. The collection is added to periodically; a complete list of titles is in the library. Only certificate candidate students are eligible to check out materials from the library. Up to 5 books may be checked out at a time; all materials are to be returned by the last week of the quarter. Students with overdue books may not check out additional materials and awarding of the certificate may be withheld until all library books are returned.

Landscape Architecture regular library hours are Monday through Thursday 4:00pm to 7:00pm, except holidays and between quarters, including winter break.

UCLA Campus-Wide Library System -- UCLA Extension students are welcome to many of the services offered by the UCLA Libraries. For an explanation of the collections and services, visit www.library.ucla.edu. Printed guides describing the facilities, services, and scheduled hours also are available at any campus library. UCLA Extension students who want to purchase a Library card may do so at the circulation desks of the Louise M. Darling
Biomedical, College, and Charles E. Young Research libraries. The fee for each card is $28 per quarter with proof of Extension enrollment.

**Extent of Campus-Wide Collection** -- Extension students have access to more than 6 million volumes available in the University Research Library and numerous branches throughout campus. The major units of this large system and their holdings applicable to Landscape Architecture concerns are as follows:

**University Research Library** -- Education, Humanities, Social Sciences Graduate Research Collections, Microform Reading Service, Public Affairs Service, Reference Department, Serials Department, Special Collections Department, Audiovisual and Graduate Reserve Service  URL Reference Desk  (310) 825-1323

**Arts Library** — for architecture, urban planning, art history, design, film, TV, photography as fine art, studio art, theater, urban planning, and the Elmer Belt Library of Vinciana, a special collection of rare books, incunabula, and related materials in Renaissance studies, focused on Leonardo da Vinci. Housed in Dickson Art Center (310) 206-5425

**Biomedical Library** — plant sciences

**College Library** — social sciences, general science subjects

**East Asian Library** — vernacular language materials in the humanities and social sciences, especially strong in Chinese and Japanese fine arts

**Law Library** — statutes and codes of the US federal and state governments and other Common Law jurisdictions, legal treatises in Anglo-American and international law

**Management Library** — business economics, accounting information systems, computers and information systems, finance, general management and management theory, management in the arts, management strategy and policy, marketing, operations research, productions and operations management, public/not-for-profit management, real estate and urban land studies, small business enterprise

**Map Library** — Modern and historical maps (topographic, city plans), aerial photographs, specialized books and serials on mapping and cartography.

**Physical Sciences & Technology Libraries** — engineering, physical sciences, geology-geo- physics
Awards and Scholarships

Every year, design competitions, awards and scholarship opportunities are offered to students by professional organizations. A number of different situations exist - national awards, regional awards, some of which are available to women only, or to first-year students only, etc., offering cash, recognition or work experience.

Below is a partial list with approximate application deadlines. Competition sponsor usually send information, materials and application guidelines to the Program office at least a month in advance of the deadline. Students will be notified by the office and/or by SCASLA as soon as the information becomes available. While entry is the responsibility of the individual entrant, students are encouraged to seek out their mentor or other instructors for feedback on their proposed submission. Deadlines listed are approximate; some of them change annually, and occasionally skip a year.

- **Outstanding Student of the Year Award**: the instructor committee annually acknowledges overall student excellence.

- **Student of the Year Awards** are given for outstanding academic achievement. Instructors vote on students from each year who have the top grade point average of the year. The student with the most votes from their respective year receives the award.

- **The James Smith Award** is given to individuals in each year for showing excellence in “process” in the Design Studio.

- **California Landscape Architectural Student Scholarship Fund Scholarships** (CLASS Fund) Annually, students in Landscape Architecture Programs in southern California compete; UCLA Extension students are eligible to receive these awards.

- **The Ken Kammeyer Award** recognizes a hard-working individual who has demonstrated a significant contribution to the program.

- **The Joseph L. Linesch Memorial Scholarship** for inspirational attitude and positive outlook towards landscape architecture.

- **Alumni of the Year Award**

- **Honor and Merit Awards** The national organization of the ASLA annually acknowledges third- and fourth-year students with Honor and Merit Awards. In order to be eligible, students must have achieved and sustained a level of outstanding performance in their studies, earned at least a 3.5 grade point average, and show promise of making significant contributions to the profession. These students are selected following an interview with a local ASLA jury.

- **Director’s Award for Outstanding Community Service** was created in 2010 to acknowledge students who actively engage in service to their community.
Please note: when asking for a letter of recommendation, please make your request at least two weeks before the due date.

Approximate Award Deadlines

Fall Quarter/ November

The Garden Club of America offers several scholarships annually: [http://www.gcamerica.org/scholarships.cfm](http://www.gcamerica.org/scholarships.cfm)

Winter Quarter/ January and February

*ASLA Professional Awards:* [http://www.asla.org/scholarships.aspx](http://www.asla.org/scholarships.aspx)


Spring Quarter/ March

Industry Scholarships: Scholarships Available to Students in Ornamental Horticulture: www.cuyamaca.edu/ohweb/cte-scholarshipsInfo.asp

2013 Perennial Scholarship: http://www.perennialplant.org/awards

Spring Quarter/ April

ASLA Student Awards: www.asla.org/HonorsAwards.aspx

Leaf Scholarship: Any Student attending an accredited California community college or state university majoring in ornamental horticulture and taking a minimum of six units is eligible. www.clca/clca/about/wapply.php

Association for Women in Architecture (AWA): May Mugget Scholarship $1000: Mugget supporters hope to help aspiring students from across the country to obtain a degree in horticulture with this scholarship. Applicant must be enrolled in an accredited undergraduate or graduate horticulture, landscape or related discipline at a two- or four-year institution. Students in vocational agriculture programs will also be considered. High school seniors may apply for this scholarship. www.HRIResearch.org/index.cfm?page=Content&categoryID=168&ID=2

By: Libby Simon / Freehand Sketching Analysis at Sea Ranch
Off-Campus Resources

The following resources are all off-campus. While many locations and items have been included, this is just a sample. It is recommended that at the end of each section you add your own information. Please call the office with any additional suggestions that may be of value so we can add to this list of resources (310-825-9414).

Libraries

**L A County Arboretum (626) 821-3222 (626) 821-3213**

301 N. Baldwin Ave., Arcadia, CA 91007 Library

Non-circulating, open Mon-Fri, 9:00am-4:30 p.m.

**Sherman Library and Gardens**  (949) 673-2261

2647 East Coast Hwy, Corona del Mar, CA 92625

Library: Tue-Thu 9:30 - 4:30 pm

Garden: 10:30 - 4:00 pm, 7 days a week. This non-circulating research library specializes in the history of the Pacific Southwest.

Public Libraries

Students have found that public libraries often have useful books which may be checked out. With any local library card, one may have reciprocal privileges at other local city libraries (i.e., with a Los Angeles Library card, one can check out books from Santa Monica and Beverly Hills libraries). Beverly Hills has a particularly well stocked collection.
**Bookstores**

**Building News (BNI)** (714) 517-0971  
1621 South Clementine St. Anaheim, CA 92802-2901

**Cal Poly Bookstore** (800) 873-6397  
Pomona and San Luis Obispo campuses

**Hennessey & Ingalls Art & Architecture Books** (310)-458-9074  
214 Wilshire Blvd. Santa Monica, CA 90401 
Website:  
[www.hennesseyingalls.com/hennessey/](http://www.hennesseyingalls.com/hennessey/)

**L A County Arboretum Gift Shop** Los Angeles County Arboretum (818) 447-8751  
301 North Baldwin Avenue, Arcadia 91007  
Strong in gardening and horticultural book

**Technical Book Company**  
2056 Westwood Blvd Los Angeles 90025

**Art Supplies**

There are numerous sources. This “short list” should at least get you started. Always ask for student discounts.

**Flax Pen to Paper** (310) 208-3529  
Specialize in fountain pens  
1078 Gayley Ave. Los Angeles CA 90024
Graphaids Inc.
3030 S. La Cienega Blvd. Culver City 90232 (310) 204-1212
Ask about their 30% Club Lifetime Membership Culver City

Roark
http://www.roarkla.com/

Artist & Craftsman Supply
1917-1921 E 7th St Los Angeles, CA 90021 (213)955-9055
1660 S La Cienega Blvd Los Angeles, CA 90035 (310) 274-8000

Blick Art Materials
11531 Santa Monica Blvd. West Los Angeles 90025 (310) 479-1416
7301 W Beverly Blvd Los Angeles, CA 90036 (323) 933-9284

SCI-Arc Art Supply Store
955 East 3rd Street
Los Angeles, CA 90012 (213)-356-5309

Blue Rooster Art Supplies
1718 N Vermont Ave Los Angeles, CA (323) 661-9471
website

Michaels
1427 4th St. Santa Monica, CA (310) 393-9634
Open 7 days; will match any advertised price

Architect’s Corner
1324 S Flower St Los Angeles, CA 90015 (213) 663-1400

Swains
537 N Glendale Ave Glendale, CA 91206 (818) 243-3129
Reprographics

Most of these companies have more than one location; call ahead to find the facility closest to you. Be sure to ask if they offer a student discount.

Carter Sexton
5308 Laurel Canyon Blvd Valley Village, CA 91607 (818) 763-5050

B.P. Drafting
706 Santa Monica Blvd. Santa Monica 90401 (310) 395-3291

Blair Graphics
1740 Stanford Street (310) 829-4621

Continental Graphics
101 North La Brea Avenue Los Angeles 90036 (323) 932-0619

ARC (also Pasadena, Glendale, Van Nuys, Long Beach, Thousand Oaks)
2435 Military Avenue Los Angeles, CA 90064 Phone: (310) 477-6501
934 Venice Boulevard Los Angeles, CA 90015 (213) 745-3145

OCB Reprographics, Inc. (714) 532-4852
504 W. Chapman, Unit A Orange CA 92868

FedEx Office
1520 Westwood Blvd. Los Angeles 90024 (310) 470-0891
Open 24/7
Public Agencies

**L A City Planning Department** (213) 482-7077
201 N. Figueroa, 4th Floor Los Angeles 90012

**L A City Public Works Bureau of Engineering** (213) 847-0700
1149 S. Broadway Street, Basement B-10
Los Angeles, CA 90015
Public information / reports and maps / central design office

By: Celina Henley / Basic Drawing
LA CRA/LS (213) 977-1600
448 South Hill Street, Suite 1200
Los Angeles, CA 90013

LA City Building and Safety Department (213) 473-3231
201 N. Figueroa #400 Los Angeles 90012
Zoning information

LA County Assessor’s Office (310) 665-5300
6120 Bristol Parkway Culver City 90230
For personal property; check phone book for other locations.

LA County Regional Park and Open Space District (213) 738-2981
510 S. Vermont Ave. Los Angeles 90020-1975

Santa Monica Mountains Conservancy
5750 Ramirez Canyon Rd. Malibu
90265 (310) 589-3200

UC Cooperative Extension (323) 260-2267
4800 E. Cesar E. Chavez Avenue Los Angeles 90022
Professional associations

American Society of Landscape Architects (ASLA) 636 Eye Street NW Washington, DC 20001-3736 (202) 898-2444

Southern California Chapter (SCCASLA) 714-838-3615
1100 Irvine Boulevard, Suite 371 Tustin, CA 92780

American Planning Association (APA-LA) (312) 431-9100
122 S. Michigan Ave. Suite 1600 Chicago, IL 60603

American Institute of Architects (AIA-LA) 213.639.0777
3780 Wilshire Blvd., Ste 800 Los Angeles CA 90010

American Association of Nurserymen (AAN) (202) 789-2900
1250 I Street NW, Suite 500 Washington DC 20005

American Society of Agricultural Engineers (ASAE) (269) 429-0300
2950 Niles Road St. Joseph, MI 49085-9659

American Society of Irrigation Consultants (ASIC)
www.asic.org

Associated Landscape Contractors of America (ALCA) (703) 736-9666
150 Eldon St., Ste 270 Herndon, VA 20170

Association for Women in Architecture (AWA+D) (310) 534-8466
1315 Storm Parkway, Torrance, California 90501

California Landscape Contractors Assn. (CLCA) (916) 830-2780
1491 River Park Drive, Suite 100 Sacramento, CA 95815
Plantscape Industry Alliance (PIA)  (707) 462-2276
493 S. Highland Ave. Ukiah, CA 95482

The Illuminating Engineering Society (IES) (212) 248-5000
120 Wall Street. Floor 17 New York, NY 10005

National Association of Women in Construction (NAWIC) LA 310.306.5267
P.O. Box 10756 Marina Del Ray, CA 90295-0756
La.nawic@yahoo.com

By: Les Sechler / Thesis

Professional Women in Construction (PWC)
315 East 56th Street New York, NY 10022 (212) 486-7745
Other Organizations

American Bamboo Society (915) 359 1706
Director Secretary Theo Smith P.O. Box 230181 Encinitas, CA 92023

American Horticultural Society (703)768-5700
7931 E. Boulevard Dr.Alexandria VA 22308

CA Landscape & Irrigation Council 818.505.9057
10061 Riverside Drive #10 Toluca Lake, CA 91602

California Native Plant Society (916) 324-0475
2707 K Street, Suite 1 Sacramento, CA 95816

Eco-Home/LACC (323) 662-5207
4344 Russell Ave. Los Angeles 90027

Garden Clubs of America (212) 753-8287
14 E. 60th St, New York 10022

Southern California Horticultural Society
P.O. Box 94476 Pasadena, CA 91109-4476 818.567.1496

Los Angeles Conservancy
523 W. 6th St, Suite 1216 Los Angeles 90014 (213) 623-2489

San Diego County Xeriscape Council (858) 522-6600
4677 Overland Ave San Diego 92123

Sierra Club, L A Chapter (213) 387-4287
3435 Wilshire Blvd #320 Los Angeles 90010

By: Kevin Higgins
**California Preservation Foundation** (415) 4950349
5 Third Street, Suite 424 San Francisco CA 94103

**The Institute for Urban Design** (212) 741-2041
17 West 17th Street, 7th floor New York, NY 10011

**The Nature Conservancy** (415) 777-0487
201 Mission St, 4th Floor San Francisco 94105

**Theodore Payne Foundation** (818) 768-1802
10459 Tuxford Street Sun Valley 91352

**Tree People** (818) 753-4600
12601 Mulholland Drive Beverly Hills 90210

**Urban Land Institute** (202) 624-7000
1025 Thomas Jefferson St. NW, #500 Washington DC 20007

**World watch Institute** (202) 452-1999
1776 Massachusetts Ave., NW Wash, DC 20036

**Gardens and Wild Places to Visit**

**Descanso Garden**
1418 Descanso Drive
La Canada-Flintridge, CA 91011 (818) 952-4391

*By: Jane Linesch*
**Donald C. Tillman Water Reclamation Project**

6100 Woodley Ave Van Nuys, CA 91406 (between Burbank and Victory Blvd) (818) 756-8166

Hours: By appointment only

Features: 6.5 acres of Japanese Gardens; Free guided tours with a half-mile walk focusing on the culture and

**El Mirador Nursery**

PO Box 50359, Santa Barbara, CA 93150 (805) 969-2673

Features: Japanese garden, English perennial garden, Italian garden, fern garden.

**Exposition Park & Rose Garden and Natural History Garden**

900 Exposition Blvd, Los Angeles, CA 90007 (213) 763-3466

Hours: 9:00am-6:00pm Mon-Sat

**Ganna Walska Lotusland**

Cold Springs Rd. Santa Barbara, CA 93108 (805) 969-9990

Hours: Call for hours Reservations required

**Hannah Carter Japanese Gardens at UCLA**

10619 Bellagio Bel Air, CA (310) 794-0320

Reservations Required
**Huntington Gardens and Library**

1151 Oxford Road San Marino, CA 91108 (626) 405-2100

Hours: Open Noon - 4:30 pm, Mon, Wed-Fri, 10:30-4:30, Sat-Sun

Admission: $23 adults and $25 on weekends, $19 seniors/students and $21 on weekends, children under 5 are free

Features: Twelve principal gardens on 120 acres featuring 14,000 species of plants from the world.

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**Los Angeles County Arboretum**

301 North Baldwin Avenue Arcadia, CA 91007 (626) 821-3222

Hours: Open daily from 9:00am - 5:00pm

Admission: $9 adults, $6 students and seniors 62+; $4 children over 5

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**Malibu Lagoon Museum & Adamson House**

23200 Pacific Coast Highway Malibu, CA 90265 (310) 456-8432

Hours: Open 11:00 am-3:00 pm, Wed-Sat (No parking on museum grounds, but available outside museum gates)

Admission: $5 adults, $2 children over 6

Features: Gardens planted by Rhoda Rindge Adamson.

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**Mildred E. Mathias Botanical Gardens**

Southeast corner of UCLA campus at Hilgard and Le Conte (310) 825-1260

Hours: Open 8:00 am - 5:00 pm, weekdays; 8:00 am - 4:00 pm, Saturdays

Admission: Free
Orcutt Ranch Horticulture Center
23600 Roscoe Boulevard Canoga Park, CA 91304 (818) 346-7449
Features: A 1920s Spanish-style ranch home is the center-piece of 16 acres of rose gardens, citrus groves and dozens of oak trees, many over 500 years old.

Quail Botanical Gardens
230 Quail Gardens Drive Encinitas CA 92024 (760) 436-3036
Hours: 9:00 am – 5:00pm, daily
Features: Rare succulents, subtropical plants, bamboos

Rancho Santa Ana Botanic Garden
1500 N. College Avenue Claremont, CA 91711 (909) 625-8767
Hours: 8:00 am - 5:00 pm, daily
Admission: free; a donation of $4/person is suggested
Features: Specializes in endangered plants, southern California natives. There's also a library and a molecular biology lab with a large collection of dried plant specimens.

Santa Monica Mountains Conservancy
Santa Monica Mountain 5750 Ramirez Canyon Rd. Malibu, CA 90265 (310) 589-3200

Santa Barbara Botanic Garden
1212 Mission Canyon Road, Santa Barbara, CA 93105 (805) 682-4726
Hours: March – October 9:00am – 6:00pm; November – February 9:00am to 5:00pm
Admission: Adults $8.00, Seniors, Students, Teens $6.00, Ages 2-12 $4.00
Features: Native plants
Sherman Library and Gardens
2647 East Coast Hwy Corona del Mar, CA 92625 (949) 673-2261
Hours: Open 10:30 am - 4:00 pm, daily
Admission: Adults $3.00; ages 12-16 $1.00; under 12 free; Free on Mondays
Features: Flora and fauna from the Southwestern Pacific Rim; Specialties are potted plants and shade plants.

South Coast Botanic Gardens
26300 Crenshaw Blvd Palos Verdes, CA 90274 (310) 544-1847
Hours: Open 9:00 am - 5:00 pm, daily
Admission: Adults $9; Seniors, Students $6; Ages 5-12 $4.00
Features: Sunday lecture/slide shows
Reservations: (310) 544-1948

Self-Realization Fellowship Lake Shrine
17190 Sunset Blvd (1/4 mile from the ocean) Pacific Palisades, CA 90272 (310) 454-4114
Hours: Open 9 am to 4:30 pm Tue-Sat; 12:00-4:30 pm Sun
Admission: Free
Features: A 10-acre enclave belonging to the organization founded by Yogi Paramahansa Yogananda of India.

U C Irvine Arboretum
Jamboree Road and Campus Dr Irvine, California
Hours: Tue – Thur 9:00am – 3:00pm
Features: South African flora, succulents
Virginia Robinson Gardens

1008 Elden Way Beverly Hills, CA 90210 (310) 550-2087

Hours: By reservation only; Tues-Fri 9:30 am-4:00pm

Admission: Adults $11, Children 3 to 12 and Senior 62+ $6

Features: Its 6.2 acres make this garden one of LA County’s smallest. Of special interest are the multi-terraced Italian garden, an herb garden, and a two-acre palm garden