

STUDENT HANDBOOK 2021

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UCLA **Extension**
Landscape Architecture

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Preface

Dear Students,

I am pleased to introduce you to the fifteenth 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 on the Program website at <https://landarch.uclaextension.edu/>

I would like to express my 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 Melissa McDonald, Program Manager.

Sincerely,

A handwritten signature in black ink that reads "Stephanie V. Landregan". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right from the end of the name.

Stephanie V. Landregan, FASLA, MSPM, 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 this handbook is to serve as a useful reference; however, when questions arise and assistance is needed, always feel free to call the Program Office.

The Profession

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

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. For current education and training requirements visit www.latc.ca.gov

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>

Our Mission, Vision and Strategic Plan

VISION & MISSION

Landscape Architecture Program Vision

We prepare and inspire students to engage with the social, cultural and environmental challenges that impact our communities, natural areas, open spaces and built environments.

Landscape Architecture Program Mission

We provide the opportunities for students to become landscape architects – the critical thinkers, design leaders, place makers and environmental stewards whose contributions will create positive change in local, regional and global communities.

GOALS and OBJECTIVES

Provide exceptional continuing, lifelong and professional education in landscape architecture to enable individuals and organizations to thrive in an ever-changing world.

Embrace Academic Excellence

- Provide design education
- Provide skills, knowledge and tools for the practice of landscape architecture
- Foster exposure to current professional thinking
- Value and build upon prior student knowledge and experience
- Encourage service and advocacy

LATC Certification

- Maintain the program's reputation and viability through LATC Certification
- Innovative and responsive teaching and academic programming to serve the needs of students and professionals
- Continue the Program Charrette
- Introduce/ strengthen the hybrid (online/low residency) program to serve all of California
- Remain abreast of changes in technology to maintain the employability of graduates
- Explore ways to introduce GIS into the curriculum as an elective or required course
- Establish and strengthen UCLAxOpen lecture series

Integrate access, equity, diversity and inclusion (AEDI) in all aspects of the Program

- Continue flexible schedules for starting and completing the Program
- Affordability
- Access to FASFA
- Strengthen and pursue sources for student scholarships through the Joseph Linesch Scholarship, CLASS Fund, Landscape Architecture Foundation, AWA+D, Extension Scholarships, etc.

Build and strengthen campus partnerships to support the program's mission

- UCLA Geography Department could be a source for GIS education
- UCLA Facilities Tree Inventory and the current UCLA Landscape Master Plan could provide intern, volunteer or employment opportunities for students
- With the new Chair of the UCLA Architecture + UD Chair explore a potential relationship between the UCLA Architecture + UD Chair– possible means of creating an MLA degree
- Establish and strengthen UCLAxOpen to include topics of interest to the broader UCLA community
- Explore and encourage cross-disciplinary collaboration

Build community alliances and partnerships with local, state, national and global agencies and businesses

- Program Charrette
- Courses, projects and volunteer/competition opportunities
- Build connections with professional organizations including ASLA, APA, AIA, AWA+D, ULI, USGBC
- Work with City of LA– critique of LA planning submittals (PlanLA documents) and NGOs
- Pursue LAUSD Internships – landscape architecture course for high school juniors and seniors
- Establish and strengthen UCLAxOpen to include topics of interest to the broader UCLA community including LASAN – Biodiversity workshops

Student and Alumni success

- Provide LARE Prep discounts to Program graduates
- Celebrate Licensure
- Employment in the profession (large/small firms etc.)
- Provide SCASLA funding
- Partner with the Alumni Connection
- Introduce a career day
- Encourage mentorship for students
- Pursue Vendor relationships and workshops

*Approved by Guidance Committee, March 21, 2021
Presented to students at Town Hall, April 15, 2021*

Program Certification

The UCLA Extension Program in Landscape Architecture was fully re-certified (December 2020) by the California State Board of Architects Landscape Architects Technical Committee (LATC) as granting credit toward the six (6) years of combined 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.

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 sets out the sequence of courses to be taken over the three years. Note that Plant Materials, Human Factors, History of the Designed Landscape, Professional Practices 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 satisfied, and skills are 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, students signify their intention to pursue the full three-year curriculum by formally applying for admission to candidacy.

Formal admission into the Program is required to; enroll in landscape architecture design courses, have one's portfolio of course work reviewed (two portfolio reviews are mandatory), and to receive the professional certificate.

Application Process

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 application fee is good for five (5) years. All documents, including proof of degree (official transcripts) and payment of the fee, must be received before the student can enroll in Landscape Design 2 and Design Graphics 3. Once admitted into the Program, students are entitled to Program advising services, advance notice of quarterly course offerings, priority on course waitlists and membership in the student association, Student Chapter of ASLA at UCLA Extension (SCASLA).

The curriculum is under continuous review 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

Design Sequence

Units	Course Title
--------------	---------------------

4	Landscape Design 1: Site Design Basics
4	Landscape Design 2: Site Design
5	Landscape Design 3: Advanced Site Design
4	Landscape Design 4: Sustainable Design/Environmental Analysis and Planning
4	Landscape Design 5: Planting Design
4	Landscape Design 6: Concept Development
5	Landscape Design 7: Advanced Design Studio
3	Capstone Project Seminar
10	Capstone Project Studio

Technical Sequence

4	Design Graphics 1: Drafting and Drawing the Built Environment
4	Design Graphics 2: Communication for Site Analysis, Conceptual and Site Design
4	Design Graphics 3: Digital Rendering and Presentation Drawings
4	AutoCAD 1
4	AutoCAD 2
4	Plant Materials: Trees
4	Plant Materials: Shrubs
4	Grading and Drainage
4	Irrigation/Water Conservation
4	Landscape Construction Methods & Materials
4	Landscape Construction Drawing 1
4	Landscape Construction Drawing 2

Breadth Courses

- 4 Introduction to the Landscape Design Professions
- 4 History of the Designed Landscape
- 4 Human Factors in Landscape Architecture
- 2 Professional Practices

Electives: 6 Units Selected from Program offerings

- 4 Digital Rendering classes
- 4 Sustainable Practices in Design: Watershed
- 3 Landscape Lighting
- 4 California Natives
- 2 Sketching classes

Students must obtain Program approval prior to enrolling in courses outside the Landscape Architecture program. **Only one elective from outside the Landscape Architecture Program is permitted.**

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 ensure that they are enrolled in the course “For Credit-Letter Grade.” If not, students should immediately submit a Change of Credit Status to the Registrar’s office at studentrecords@unex.ucla.edu. Students can look up their grades at www.uclaextension.edu and log into “Student Login.” From here you may also print out an unofficial transcript. Please note: Grades are not automatically sent to students. Final grades are posted to the Student Portal 2 weeks after the final class meeting. Grades cannot be relayed over the phone.

Grading rubrics and evaluation techniques used are entirely at the discretion of the individual instructor. A student may take a course no more than twice.

Grade point average requirement for issuance of the Certificate

An overall GPA of **3.0 (B)** is required for issuance of the Certificate and to attend 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 filled in and signed by both student and instructor by the last class meeting. 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 agreement. 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 instructors. 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 by the date specified in the agreement the course grade 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.

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.

TRANSFER CREDIT—Core Courses

The student must have earned a letter grade of B or better, and course content must be equivalent to the Program's core course. 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; and 3) 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. Request for Advanced Standing needs to take place within the first quarter of joining the certificate. for the purpose of satisfying up to sixteen (16) units of the Program's core course requirements. (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 C+ or better will be automatically accepted; neither written request nor transcript need be submitted.) 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.

CHALLENGES*

****Note, no course challenges are available for the 1st year sequence courses, only advanced standing or course transfers will be considered.***

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 a passing grade, 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 for each course challenge. If a student does not enroll, they forfeit this \$50 fee.
- If the challenge is approved by the Program Office the Program Manager will assign an instructor, course number (reg #), and prepare a course challenge agreement form for the 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 a 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 been previously enrolled in the course (graded or withdrawn).
- Full credit is awarded if the challenge is successful

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 records the grade, and it 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 submits the final grade, and the student must enroll in the regularly schedule course. The student is ineligible to request additional course challenge for the same course.

- (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 before the subsequent course in the sequence begins. 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. Typically courses in the design sequence cannot be challenged. Also, Advanced Design courses and Advanced Technical courses may not be challenged. Students should check with the program office to see if a Course Challenge is available. Student must be a certificate candidate to challenge courses in the program.

Electives

The Program currently requires that students complete 6 units of electives in addition to the core course requirements, to fulfill certificate requirements. Only one (1) elective course outside of the Landscape Architecture Program will be applied to meet the elective requirement. One elective **MUST** be taken from the Landscape Architecture elective offerings.

Elective units can be satisfied by (1) enrolling in electives offered quarterly in the Landscape Architecture Program; (2) enrolling in an approved elective course at UCLA Extension, or (2) pursuing an Independent Study/Internship project under the guidance of a mentor.

No part of the elective-unit requirement can be fulfilled with transfer credits or challenges. The program regularly posts approved electives from outside the Landscape Architecture program. Only one (1) elective outside of the Landscape Architecture program will be applied to meet the elective requirement.

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.

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](#).
- 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.

Dispute Resolution and Student Conduct Policy

UCLA Extension policy

For up-to-date policy information please visit the link below.

<https://www.uclaextension.edu/policies>

Equipment • Materials • Supplies

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. We recommend that you wait to purchase expensive or specific items until they are required for a class...after you have committed to the Program.

Computers

PC (Preferred)*

*UCLA Extension does not provide instructions specific to the MAC. Note that the industry standard is a PC.

Drafting equipment

Each course syllabus will provide students with a list of required materials. Below is a list that can get you started.

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.

A board with a parallel bar built in is recommended. No Masonite. Must have metal edge if there is no built-in bar.

* (if you wish you can go "old school" and use a T-square, see below.)

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.

Portfolio Development & Review

Throughout their studies, certificate students are required to assemble a portfolio of their best work from each class. This is formally reviewed twice during the Program: Once at the end of year one and again before the 4th quarter of 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 Program 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 morning at the beginning of Summer and Fall quarters.

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

Portfolio Review I (fall of year one)

At this stage in the program 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, with a 20-minute presentation (digital) and 25 minute dialogue.

Required work for Portfolio Review I

Following a brief introduction, each student presents 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)
- Process materials required for all projects

Students eligible to participate in Portfolio Review I will be notified by the Program office. This eligibility is established when all first-year courses have been successfully completed with a letter grade of “C+” or better.

Specific guidelines will be sent along with an e-letter advising of the student’s appointment time. Be aware that successful participation in the Portfolio Review I is a prerequisite for enrollment in Landscape Design 4. No exceptions are made.

Portfolio Review II (spring/summer year 3)

At this stage in the Program 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. Each student is 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 II

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:

- Construction documents from Construction Drawing II, representing the spectrum of that sequence. It is recommended that you create a PDF of your final Construction Drawing set.
- One project from Landscape Design 4, 6 or 7 (no group projects should be presented for review or discussion)
- One project from Landscape Design 5
- Students present their topic for Capstone and should be prepared to discuss their project with the panel.

Students eligible to participate in Portfolio Review II are notified by the Program office. These students must have completed all the core curriculum courses that are required prior to starting the Capstone Project Series. 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 Studio. Meeting these requirements and successful participation in Portfolio Review II are prerequisites for enrollment in the Capstone Studio.

Capstone

Third-year students who have completed all prerequisites are eligible to enroll in Capstone Seminar. A consecutive two-quarter year of work, Capstone Project Seminar and Capstone Project Studio, 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 course instructors will guide students in that process.

Essentially, each student selects an area of independent study—subject to approval by Capstone Seminar instructors and the Program Director. Students spend two quarters going through the process including research, problem analysis, solution conceptualization, and design presentation. To be eligible for the Final Capstone Project Series, students must submit the first draft of their Capstone Project "Big Idea" at the first meeting of the Capstone Workshop. 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 members, family, and friends, and, of course, other interested Program students. To get an idea of what these projects entail, all students are encouraged to attend the final Capstone Project Studio presentations; these are open to the entire student body.

Note that the Capstone project is not considered complete nor will be awarded a letter grade until the final booklet is submitted.

It is never too early for students to begin thinking about possible topics for their Capstone Project; 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.

Program-wide Charrette

The Landscape Architecture Program Design Charrette 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 Charrette 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 Charrette is organized by the Program Office who selects the site and writes the design program. Each team has an instructor faculty advisor and third year student project manager(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 weekend day in either 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 to participate; students who are unable to attend the Charrette day are required to work on the report within the week preceding or following the Charrette.

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 Director, and action is taken or congratulations offered to an instructor where warranted. To insure fair and honest student comments, without retribution, instructors do not see their evaluations until after final 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.

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 copies of their approved Capstone Project Booklet to the Program Office.

Certificates are mailed to graduates, after successfully completing the Capstone Project graduates are encouraged to participate in the Extension-wide Graduation Ceremony in June and graduates are honored at our own Landscape Architecture Awards Ceremony at the Annual Student Show, held at the end of summer quarter in early October.

Who's who?

UNIVERSITY of CALIFORNIA LOS ANGELES

Gene D. Block Chancellor, UCLA

Emily Carter Executive Vice Chancellor

UCLA EXTENSION

Eric Bullard, Dean, Continuing Education and UCLA Extension

Varaz Shahmirian, Interim Associate Dean, Academic Affairs

Pascale Cohen-Olivar Director, Department of the Arts

LANDSCAPE ARCHITECTURE PROGRAM

Stephanie Landregan, MSPM, FASLA, LEED AP Program Director

Melissa McDonald, Program Manager

Program Director

Stephanie V. Landregan MSPM, FASLA, LEED AP

Landscape Architect CA 4093

A 1993 graduate of the UCLA Extension Landscape Architecture Program, Stephanie was appointed Program Director in August 2008.

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) and a Master's of Science in Project Management from the University of Wisconsin-Platteville (2021)

Stephanie serves on the State of California's Mining and Geology Board. 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.

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.

2021 Guidance Committee: The professionals serving on the Guidance Committee are: Katherine Rudnyk (since 2015), Marc Yeber (2017), Allan Spulecki (2018)

ASLA Appointees: Michelle Sullivan, ASLA (2014) and Pamela Brief, ASLA (2020)

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, Andy Bowden, Calvin E. Hamilton and Don Roberts, all Fellows of ASLA, and Carol Robinson, ASLA, Barry Jesmer, ASLA, Don Marquardt, ASLA, Michael Lehrer, AIA, Richard Hutman, AIA, Marty McPhee, and Jeff Hutchins, ASLA.

Instructional Staff

Our instructor staff is comprised largely of licensed and 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/>

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 Wilshire Administration Building, they are available to assist you with your Program-related issues and concerns. Contact hours are 8am-5pm Monday – Friday.

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, entertainment, 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 440 students have been awarded the Professional Certificate in Landscape Architecture. Approximately 29% 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 course final project presentations and Portfolio Reviews.

Alumni Connection

The Landscape Architecture Alumni Association of UCLA Extension was formed on August 17, 1996. All graduates of the Program are eligible for membership in 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.

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. Membership provides access to many online resources.

AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS (ASLA)

Website: <http://www.asla.org>

Southern California Chapter of ASLA (SCC/ASLA)

Website: www.socal-asla.org Email: info@socal-asla.org

International Federation of Landscape Architects (IFLA)

<https://www.iflaworld.com/>

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, educational and contribute to molding their emerging professional status.

SCASLA regularly sponsors lectures, garden tours, firm visits, 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.

SCASLA officers

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

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.

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

Membership in SCASLA does not equal Student ASLA membership. Student ASLA membership is available from <http://www.ASLA.org> and we encourage all our students to join!

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 Program’s new student welcome 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 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

Annual Student Show

The biggest SCASLA-sponsored event each year is the annual Student Show held at the beginning of Fall quarter. This is an opportunity for all Program students to show their best work 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 Student Show and the Student Awards Ceremony + Graduate Reception occur on the same day.

The Awards Ceremony + Graduate Reception highlights outstanding students, scholarship recipients, Director's Awards of Service and Certificates of Appreciation to the members of the Southern California community for significant contributions in time, expertise, or material to SCASLA or the Program.

UCLA/ UNEX Resources

Most classes are held at UCLA Extension facilities located in Westwood Village, the Gayley Center, the Lindbrook Center, and Figueroa Courtyard in downtown Los Angeles and in Woodland Hills. Some classes are held in UCLA campus lecture halls and 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.

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, and GPAs.

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

Students may review their grades without ordering a transcript, online (at My Extension). Extension policy prohibits staff from revealing a student's grades over the phone. The link to order an official transcript is <https://www.uclaextension.edu/order-transcript>. Students may obtain an unofficial transcript from the same link, and there is no charge for an unofficial transcript.

Financial Assistance Financial Aid

Several financial aid programs are available to certificate students in the Program. All student aid is predicated on the program's designation as a post-baccalaureate program. Only students with a BA, BS, or more advanced degree are eligible for federal financial aid programs. The Program Office, however, does not handle this aspect of student life. The link to Financial Aid, <https://www.uclaextension.edu/student-services/financial-aid-scholarships-discounts>.

Scholarships

Several 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 Financial Aid link above.

Every year, design competitions, awards and scholarship opportunities are offered to students by professional organizations. A few different categories 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 are notified by the Program 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 Program 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 a GPA of 3.5 or greater. The student with the most votes from their respective year receives the award.
- California Landscape Architectural Student Scholarship Fund Scholarships (CLASS Fund). Students with a GPA of 3.5 or greater qualify.
- The Joseph L. Linesch Memorial Scholarship for inspirational attitude and positive outlook towards landscape architecture. Individuals of exceptional talent and aptitude who have also demonstrated a love of nature and beauty, characteristic of Mr. Linesch's work
- 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, DO NOT make your request less than two weeks before the due date. Instructors are not obligated to provide letters of recommendation.

Fall Quarter/ November

The Garden Club of America offers several scholarships annually:

<http://www.gcamerica.org/scholarships.cfm>

Winter Quarter/ January and February

ASLA Professional Awards: <http://www.asla.org/scholarships.aspx>

Intelligent Use of Water™ Scholarship: <http://www.lafoundation.org/scholarship/leadership-in-landscape/awards-available/rain-bird-scholarship/>

Peridian International, Inc./Rae L. Price, FASLA Scholarship:
<http://www.lafoundation.org/scholarship/leadership-in-landscape/awards-available/peridian-rae-price-scholarship/>

Thomas Fellowship in Garden History and Design: <http://www.lafoundation.org/scholarship/leadership-in-landscape/awards-available/douglas-dockery-thomas-fellowship/>

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

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.org/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.
www.HRIResearch.org/index.cfm?page=Content&categoryID=168&ID=2

Employment

Although the Program has no formal referral or placement service, UCLA Extension 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”. The Program Office frequently sends out job opportunities via email to all certificate students.

Bookstores

Students may use Amazon, Abe or other online bookstores for purchasing their books. Campus bookstores are as follows.

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 through Lu Valle.

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

Reopening in Fall of 2021. Check on the website for hours and reservations
<https://sites.lifesci.ucla.edu/eeb-herbarium/resources/>

Libraries

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 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 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

Off-Campus Resources

The following resources are all off-campus. While many locations and items have been included, this is just a sample.

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)
<https://www.bnibooks.com/>

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

Hennessey & Ingalls Art & Architecture Books [\(213\) 437-2130](tel:(213)437-2130)
<https://www.hennesseyingalls.com/>

Abe Books (used)
<https://www.abebooks.com/>

Miscellaneous Resources

Art Supplies

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

Flax Pen to Paper (310) 208-3529
Westwood Village

Graphaids Inc.
3030 S. La Cienega Blvd. Culver City 90232 (310) 204-1212
Ask about their 30% Club Lifetime Membership Culver City

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
44 S Raymond Ave, Pasadena, CA 91105 (626)795-4985

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

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) 663-140

Reprographics

Arc and Universal have more than one location; call ahead to find the facility closest to you. Be sure to ask if they offer a student discount.

ARC Reprographics (various sites, LA and Orange Counties)
<https://www.e-arc.com/reprographics/>

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

FedEx Office Westwood Village
10924 Weyburn Ave., Los Angeles, CA 90024 [\(310\) 443-5501](tel:3104435501)

Sky Blueprint (Pasadena)
<http://www.skyblueprint.com/>

CDR (Downtown LA)
<https://www.cdrgraphics.com/>

Universal Reprographics (various offices)
<https://reprographics.com/>

Other Professional Associations

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

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

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

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

Other Organizations

CA Landscape & Irrigation Council
<http://www.cliccontractors.org/>

California Native Plant Society Santa Monica Mts. Chapter
<https://lasmmcnps.org/>

Garden Clubs of California
<http://californiagardenclubs.com/>

Southern California Horticultural Society
<https://www.socalhort.org/>

Theodore Payne Foundation
<https://theodorepayne.org/>
10459 Tuxford Street Sun Valley 91352

Tree People (818) 753-4600
<https://www.treepeople.org/>
12601 Mulholland Drive Beverly Hills 90210

Gardens and Wild Places to Visit

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

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

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

Los Angeles County Arboretum
301 North Baldwin Avenue Arcadia, CA 91007 (626) 821-3222
Hours: Open daily from 9:00am - 5:00pm
Student memberships

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)

Mildred E. Mathias Botanical Gardens <https://www.botgard.ucla.edu/>
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

Orcutt Ranch Horticulture Center
23600 Roscoe Boulevard Canoga Park, CA 91304 (818) 346-7449

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

Rancho Santa Ana Botanic Garden
1500 N. College Avenue Claremont, CA 91711 (909) 625-8767
Hours: 8:00 am - 5:00 pm, daily

Roger's Garden
2301 San Joaquin Hills Rd, Corona Del Mar, CA 92625
Hours: 8am-6pm

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

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
Free on Mondays

South Coast Botanic Gardens
26300 Crenshaw Blvd Palos Verdes, CA 90274 (310) 544-1847
Hours: Open 9:00 am - 5:00 pm, daily
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

UC Irvine Arboretum

Jamboree Road and Campus Dr Irvine, California

Hours: Tue – Thur 9:00am – 3:00pm

Virginia Robinson Gardens

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

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