

AKS PLANNING INTERNSHIP PROGRAM OVERVIEW



OVERVIEW:

The AKS Internship Program provides an opportunity for students in planning, landscape architecture, and related fields to earn their Bachelor's or Master's degree while graduating with work experience that introduces the student to career opportunities in the industry.

Our philosophy is that the best professionals have an intimate understanding of the land development process and the ways in which various policy decisions affect real-world projects. In this role, our interns are exposed to the myriad legal, political, policy, financial, temporal, and related factors that inform the development of our project approach and that translate to successful outcomes for our clients.

APPLICATION PROCESS:

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| Applications accepted | October 2, 2023 |
| Last day applications accepted | February 28, 2024 |

Following initial screening of received application materials, selected candidates will be invited to interview with the AKS team as applications are received. Applicants may be asked to provide writing samples. Final notification to candidates will occur no later than the first week of April.

PROGRAM REQUIREMENTS:

- Must be currently enrolled in a 2- or 4-year accredited program with a declared major in planning, landscape architecture, or related field.
- Must have completed at least one year of higher education prior to start of internship.
- Enter the AKS Planning Internship Program as early as the summer following your freshman year.
- Maintain a minimum 3.0 cumulative GPA.
- Commit to working full-time in-person as a paid intern for a minimum of 12 weeks per year, generally during the summer months.

LEARNING OBJECTIVES:

- Establish a fundamental understanding of the land development process.
- Learn about the information needed in the development process, how to perform related research, and how this impacts the design process.
- Enhance your understanding of coursework.
- Develop a holistic view of planning and the various factors that influence it, including related disciplines.

PROGRAM DETAILS:

The intent of the program is to build a fundamental understanding of the role of the planner in the land development process. Planners are key participants in the lifecycle of a project beginning at the early feasibility stage. From there, planners actively participate in land use policy and approvals, community master planning, concept and design development, and public involvement. This program will introduce you to other complementary disciplines that planners interact with on a daily basis, such as surveyors, civil engineers, natural resource scientists, arborists, construction managers, landscape architects, and architects. This exposure will help to form a holistic view of planning and design and the various factors that influence it. The program is structured to complement and prepare you for the coursework at school by providing insight into how the basic principles apply in the real world. Typical tasks could include:

- Performing land use research and interpreting land use policy
- Assisting with the preparation of land use applications
- Assisting with public outreach including mailings and public meetings
- As skills allow, completing tasks in AutoCAD, GIS, or PowerPoint
- Attending project team meetings
- Maintaining good communication with coworkers and clients
- Adhering to AKS document standards, workflows, and procedures
- Completing projects and special assignments as requested

You may participate in the AKS Intern Program for up to three years. Commitment to the program is for one year at a time. Once initially accepted into the program, simply let us know if you are interested in returning the next year. Your continued participation in the program is subject to review and approval by AKS which will be discussed at your final evaluation.

Scholarships for participants may be awarded at AKS' discretion following successful completion of the first summer internship.

MENTOR/SUPERVISOR

You will be assigned a mentor to serve as a point of contact throughout the internship. You will meet with your mentor on a regular basis to answer questions and provide a framework for how your work ties into the bigger picture. In addition, you will be assigned a direct supervisor to work with during your summer job assignment. The direct supervisor may change depending on the job assignment.

EVALUATION PROCEDURES

AKS is committed to the success of its people and values timely and honest feedback. Our employees express much more satisfaction when expectations are clear and when there is an open line of communication between themselves and their supervisor and other members of their team. In that vein, you will receive weekly feedback from your supervisor(s) and will participate in a formal evaluation with your supervisor and mentor at the end of the internship.

During the final evaluation, we will discuss your plans for the following summer. AKS provides scholarships for our top performing interns.

COMPENSATION

This program is a paid internship. You will be expected to work full-time and will be compensated on an hourly basis with time and a half paid for overtime. Overtime is considered time worked over 40 hours in one week. The pay range is between \$18-\$22 per hour.

HOW TO APPLY

Submit your completed application along with the requested materials online prior to the application deadline here:

https://20190404152743_9fnp000upu2xq0bq.applytojob.com/apply/AMrpl2zgaR/Planning-Internship-2024