MENTORSHIP PROGRAM

Policy Number: 16-005
Date of Adoption: September 2016
Approving Body: AALA Board of Directors
Policy Precedents: Mentorship Program Guidelines

REFERENCES

Related Professional and Occupational Associations Registration Act (POARA) reference:
  Clause 16    Registration Committee, Practice Review Committee

Related Landscape Architects Regulation (LAR) reference:
  Clause 2    Registration Committee
  Clause 4    Powers and Duties of Registration Committee
  Clause 5    Review of Application
  Clause 6    Registration as a Landscape Architect

Related AALA Bylaw (2011) reference:
  Section 3.1    Membership Categories

Related Policies and Procedures
  13-001    Registered Member Entrance Standards and Procedures
  13-002    Associate Membership
  13-003    LAT Membership
  13-004    Internship Program
POLICY PURPOSE

1. The successful completion of the AALA Mentorship Program provides potential members of the AALA with the required training and experience to enter the Associate Member category and through the Internship Program become Registered Landscape Architects.

2. The AALA Mentorship Program is an alternative means for applicants to obtain the equivalency of a graduate from an accredited landscape architecture program. It is oriented towards individuals who have not completed the full range of professional education required for acceptance into the Internship program.

3. Applicants may include landscape architectural technologists, individuals with university degrees related to landscape architecture, allied professionals and long term practitioners who have demonstrated both an interest and ability to practice at professional levels within the AALA.

4. The program is specifically created for applicants who do not have a landscape architecture degree from a program accredited by the CSLA.

5. The mentorship program is a self directed program under the guidance of a mentor, approved by the AALA, that combines educational upgrading and work experience to provide participants with a professional foundation that would be equivalent to an accredited degree in Landscape Architecture.

DEFINITIONS:

1. **Employer:** An individual or firm for whom the Mentorship Program participant is employed.

2. **Associate Member:** A Member of the AALA who has entered into the Internship Program seeking to fulfill all the requirements for full membership.

3. **Mentor:** A Registered Landscape Architect with a minimum of five years of experience as a full member of the AALA who is committed to providing guidance and mentoring for a Mentorship Program participant.

4. **Mentorship Program:** The formal program which includes people aspiring to become Landscape architects but do not have a landscape architecture degree from a program accredited by the CSLA.

5. **Supervisor:** The Landscape Architect with professional responsibility for the day-to-day work of the Mentorship Program participant.
POLICY STATEMENT

1. The Mentorship Program is to be completed within six years from formal commencement. Within that time the participant must:
   
   1.1. work with a Mentor for the full period;
   1.2. submit annual updates to the AALA; and
   1.3. maintain Affiliate or LAT Membership in good standing.

2. All employers of Mentorship Program participants are expected to provide a broad range of work experiences covering different project stages and different project types to allow the participant to meet the full requirements of their approved Program.

3. The program is administered and managed by the Registration Committee.

PROCEDURES

1. The Registration Committee is responsible for helping the applicant secure a Mentor.

2. The applicants to the program are to submit a proposal, with input from a mentor, to the Registration Committee, for review and approval. The proposal should include a comparison between the applicants training and experience against the course work of a CSLA accredited program. The proposal should identify what training and experience the applicant needs to meet the training equivalency of a graduate from an accredited program. The purpose of the proposal is to explain a combination of proposed studies and work experience which will allow the applicant to reach the equivalency to a graduate from an accredited degree program. The proposal will be reviewed by the Registration Committee, who may request clarification or modifications.

3. Applicants who are approved for participation in the Mentorship Program will not gain entry into the Associate Member Category. If the participants were previously LAT members or have LAT qualifications, they will remain, or become, LAT members. If the participants have other qualifications, they will need to apply to be included in the Affiliate Member category.

4. At the commencement of the Program, the participant must provide the names of their Mentor, Employer and Supervisor(s). The Participant must notify the AALA of any change in Mentor, Employer, or Supervisor.

5. An annual summary of progress in the program is to be submitted to the AALA office with the renewal of membership dues (February of each year).

6. After completion of the approved program of study and work experience to the satisfaction of the Mentor, the Registration Committee will assess the participant’s performance and AALA Policies and Procedures Policy 16-005
determine if it fulfils the requirements of the Program or if further study/experience is required.

7. Supervisors are to provide opportunity to participants to gain a variety of work experiences. This may include having the participant accompany the Supervisor as an observer until the participant is able to carry out the task on his or her own. The participant may be encouraged to prepare parallel documents to those being prepared by the Supervisor and submit them for review.

8. An outline of the typical processes for Mentorship Program participants with LAT qualifications is depicted below.

Basic Requirements for an LAT after obtaining recognized LAT diploma (NAIT):

1. Minimum 3 years – LAT working in an landscape architectural office (LAT Member of the AALA);

2. Apply for Mentorship Program including proposal;

3. Minimum 4 years following acceptance into the program – Mentorship program under direction of Landscape Architect (Member of the AALA);

4. Minimum 3 years – Associate Member in Internship Program under direction of a Landscape Architect;

5. Apply to Registration Committee for Full membership;

6. 10 years total minimum.

The process for applicants with other backgrounds will vary depending on their training and work experience.

1. Mandatory Experience

1.1. The participant must complete the approved program of study and/or work experience.

1.2. Generally, work experience is obtained in a Landscape Architectural firm under the supervision of a Registered Member of the AALA. Work experience must be obtained to provide sufficient experience to meet the generally accepted standards of practical skill and an appropriate level of competence required to engage in the practice of the profession of landscape architecture. It is the responsibility of the participant to seek employment that will provide the required scope of experience.

1.3. Course work, or studies, must be undertaken under the direction of a recognized institution and must be successfully completed.
2. Requirements

2.1. The mentorship program participant must complete all of the activities prescribed in their approval proposal.

2.2. Mentor Guidelines

2.2.1. The Mentor should be a Registered Landscape Architect and should not be the participant’s supervisor or co-worker.

2.2.2. The Mentor should meet regularly with the participant to review work experience and performance in studies and offer constructive criticism.

2.2.3. The Mentor is expected to counsel the participant on ethics and professional conduct and may provide advice regarding technical problems.

2.3. Any proposed changes to the participant’s approved program of work experience and studies must be submitted to the Registration Committee for review and approval.

2.4. If the program participant does not submit their required annual update on their progress, or, if in the opinion of the Registration Committee, the participant is not making satisfactory progress, the participant’s position in the program may be cancelled.