**Landscape Architectural Accreditation Board (LAAB)**

**Student Work for Accreditation Reviews**

Revision: September 2022

*Complete Addendum E. Student Work Table of Contents*

An important part of every accreditation visit is the ROVE team’s review of student work. Visiting teams need to review a range of student work to be assured that the program is successfully delivering its curriculum and meeting its educational mission, goals, and objectives. This has typically been done on campus, with displays of student work hung on walls, in classrooms, galleries and or other display areas.

Because of the amount of work that is now done digitally, and in an effort to conserve paper and reduce costs to the program, the LAAB requires programs to provide digital copies of student work to the visiting team members, along with the Self-Evaluation Report (SER). As before, it is always the visiting team’s prerogative to request to see additional work while on campus.

Programs should create an on-campus display of representative work for the visiting team – as well as current students and faculty – to review, and as a way to promote the landscape architecture program on campus.

Media: Send the digital version of student work to the team on a thumb drive, via electronic file transfer, or posted to a web site. If sending a thumb drive, select a size that allows all student work to be included on one thumb drive. The program’s name and date shall be clearly displayed on the selected media.

Format: Provide student work in a PDF format that allows the reviewer to access individual documents easily.

Legibility: The PDFs must be legible on a desktop computer screen and able to be enlarged without becoming pixilated or losing quality. Make sure you have projected the digital presentation onto a screen or wall to assure that it is legible when enlarged.

Organization: Organize the digital submission in chronological curricular order with a file, folder, or section for each year of the program’s curriculum (e.g., first year students, third year students). Provide a separate file, folder, or section for each course, preceded by the problem statement or assignment before the examples of student work. Include a written Table of Contents for the Student Work in the SER.

Range of Work: The digital submission shall illustrate a range of student work for each course. Provide examples from multiple years within the current six-year (or the program’s specific) accreditation cycle. For each course provide a minimum of three and a maximum of five examples of student work. Include examples of student writing.

Quality of Work: Demonstrate through the selected examples that students have achieved at least minimum competency. Submit at least one example which illustrates what the program considers to be of minimum competency. Include work from several students. LAAB does not want to see the same student’s work over and over.

Techniques: LAAB wants to see end products for all assignments and process drawings that support the final products. Document, through the selected examples, the full range of graphic techniques that are used by students. Courses that include model building shall include digital photographs of representative models in the examples.

Theses: For thesis projects, it is acceptable to include web links to materials on the program’s website, rather than copy the entire thesis.

Please contact Kristopher Pritchard, Accreditation and Education Director, if you have questions at 202-216-2359 or [kpritchard@asla.org](mailto:kpritchard@asla.org)