

Canadian Experience Record Book: Experience Summary Form

Steps to Follow

Carefully read all instructions.

The Experience Summary Form is to be submitted for each 900 to 1000 hours of work experience or for each change of employment. Complete this form either by printing neatly in ink or electronically.

Ensure that all pages of the form are initialled by your Supervising Architect.

Ensure that changes or whiteouts are initialled by your Supervising Architect.

Ensure that all additional pages annexed to this form are also signed by your Supervising Architect.

Ensure that all Declarations are signed and dated.

Submit a hard copy of the form bearing original signatures to your CALA jurisdiction for review.

Retain a copy of this form for your records.

Intern Identification

[Redacted]
Surname First Name Middle Name(s)
[Redacted]
No. and Street Suite No.
[Redacted]
City Province/State/Territory Country
[Redacted]
Postal/Zip Code Res. Tel. Bus. Tel. Email

Employer Identification

[Redacted]
Name of Practice
[Redacted]
No. and Street Suite No.
[Redacted]
City Province/State/Territory Country
[Redacted]
Postal/Zip Code Bus. Tel. Email

Nature of Employer's Activities

[Redacted]
Experience Supervisor Position

Mentor Identification

[Redacted]
Surname First Name Res. Tel.
[Redacted]
Name of Practice Bus. Tel.

Provincial Association Use Only

Received:

By: _____

Date: _____

Reviewed:

By: _____

Date: _____

Experience Period From

To

DAY	MONTH	YEAR
01	02	2019
20	08	2019

Full Time Experience ☒ Click on appropriate box

Part Time Experience ☐ Click on appropriate box

Role of Intern The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required)

Project(s)

Project descriptions have been supplied on the following pages.

Role of Intern **The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required)**

Project(s)

1. Programming

Notes:

Following our first meeting with the clients, we received a document that detailed the various types of programs they intended to have in the new space. Upon further discussion we were able to receive a comprehensive list that noted all of the equipment that would be needed in the spaces along with their dimensions. Once we compiled the number of staff, clients, programs, equipment and special equipment for limited accessibility we were able to develop a highly detailed program in excel. This program allowed for us to see exactly how much space they needed and how much space would need to be allocated for circulation, walls, mechanical & electrical rooms, storage and a receiving vestibule space

2. Site Analysis

Notes:

Following our preliminary meeting we were given access to the existing space that would need to be expanded. We took this opportunity to capture as many pictures as we could as this area would be expanded into the new area and much of the same equipment would either be moved over or added to the new space. Once we received a more detailed document of the program requirements we revisited the site to take a more detailed photographic record of the exterior and interior spaces. We were advised by the client to visit their other site and programs to get a feel for what they were looking for. On 16 February 2019 Architect Danielle Farebrother and I visited this location and did a full site recon complete with photography, measurements and equipment measurements.

3. Schematic Design

Notes:

4. Engineering System Coordination

Notes:

5. Building Cost Analysis

Notes:

6. Code Research

Notes:

Due to the nature of the project and the various clients and staff occupying many areas, we first needed to have a detailed program prior to completing our code analysis. Upon completing our program analysis and having completed the first round of preliminary designs we were able to adjust our design to meet the NBC 2015.

Design Development

Notes:

8. Construction Documents

Notes:

9. Specifications and Material Research

Notes:

10. Document Checking and Coordination

Notes:

11. Building and Contract Negotiation

Notes:

12. Construction Phase – Office

Notes:

13. Construction Phase – Site

Notes:

14. Project Management

Notes:

15. Office Management

Notes:



Role of Intern **The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required)**

Project(s)

1. Programming

Notes:

Programming for this project turned out to be slightly more complex than I had envisioned due to multiple owners occupying one piece of property. We took our typical approach to programming and sat down with all available parties to determine exactly how they wanted to utilize the (Lake Side) of their property and the types of activities it would be used for. Using this information we developed a spreadsheet with rough estimates of how much space each function would need, from here we started sketching on top of the survey plans of the site to see how they programs would fit and interact with one another.

2. Site Analysis

Notes:

Site analysis for this project was completed by utilizing detailed site measurements, site survey plans, photographs, 100 year flood plane demographics and typical yearly water level records.

3. Schematic Design

Notes:

The schematic design for this project began with an overlay of a bubble diagram of potential programs upon the area for development. Once this was approved and modified by the various client groups we utilized graph paper over a developed AutoCAD drawing to begin see how the programs would interact on a steep grade of land that sloped towards the lake. This process was drawn out due to many owners voicing their thoughts well into the design process which meant various concepts and layouts were developed to meet the needs of all user groups (9 to be exact).

4. Engineering System Coordination

Notes:

Following the approval of our design with the Water Security Agency and the District of Katepwa, we engaged our structural engineer to provide us with recommendations and approval of our retaining wall system.

5. Building Cost Analysis

Notes:

6. Code Research

Notes:

Due to the nature of the project requirements (development of shoreline retaining walls and boathouse) it became a requirement to fulfill all necessary guidelines put in place by the District of Katepwa Lake & the Saskatchewan Water Security Agency. Research for this entailed reading and making notes of all areas we would need approval on as well as various consultations with members of both associations for clarification on the terms and the permit process. This step was completed prior to any design considerations.

7. Design Development

Notes:

8. Construction Documents

Notes:

9. Specifications and Material Research

Notes:

10. Document Checking and Coordination

Notes:

11. Building and Contract Negotiation

Notes:

Notes:

12. Construction Phase – Office

Notes:

13. Construction Phase – Site

Notes:

14. Project Management

Notes:

15. Office Management

Role of Intern

The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required)

Project(s)

1. Programming

Notes:

The programming for this project was completed by another architectural firm and thus was not initially within our scope of services. Upon reviewing the completed program and preliminary layout, it was determined that it was very out-of-date and did not reflect the needs or current staff contingency. We began completing a preliminary checklist that we could give the client to fill out and give us a better idea of the program requirements. Upon completing the checklist, we developed a new program spreadsheet and launched into a preliminary concept design.

2. Site Analysis

Notes:

Site analysis consisted of taking the original base plan drawings of the building and confirming the existing layout. By utilizing on-site photography, measurements and notes we were able to develop an up to date as-built base plan.

3. Schematic Design

Notes:

Schematic design for this project consisted of breaking the program in to its prospective components and then arranging them in a way that best served the function of the space. Although the preliminary design was said to be complete before the award of this project, it was not. Upon studying what should have been a completed preliminary design we decided that it did not reflect the needs or wants of the client and would need to be redeveloped.

4. Engineering System Coordination

Notes:

The preliminary coordination for this project consisted of arranging for the mechanical and electrical engineers to gain access to the space to complete their initial review. Upon completing the review, the engineers were forwarded our approved floor plan drawings so that they could begin their fixture selections and load calculations. Mechanical and electrical drawings were consistently reviewed to determine if any spacing conflicts had appeared.

5. Building Cost Analysis

Notes:

6. Code Research

Notes:

Code research for this project consisted of determining the zoning for which the office space fell under. Due to new city zoning regulations, this area was no longer deemed feasible for office space.

7. Design Development

Notes:

8. Construction Documents

Notes:

9. Specifications and Material Research

Notes:

10. Document Checking and Coordination

Notes:

11. Building and Contract Negotiation

Notes:

Produce and aid with the tender documents - issuing and closing.

12. Construction Phase – Office

Notes:

Processing price change requests & Issuing hold backs following site inspections to the General Contractor

13. Construction Phase – Site

Notes:

Site inspections & on-site contractor meetings.

14. Project Management

Notes:

Project management consisted of producing meeting minutes and meeting coordination.

15. Office Management

Notes:

Office management consisted of organizing technical personnel to produce colour coordinated drawings for the furniture plan

Role of Intern

The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required)

Project(s)

- ## 1. Programming

Notes:

- ## 2. Site Analysis

Notes:

- ### 3. Schematic Design

Notes:

Due to the nature of the processing facility, it was paramount that the various grain testing systems were correctly aligned within the test room. For this purpose we created a 3D Sketchup model that integrated all proposed furniture and millwork to determine the most efficient placement of the various piping for testing. The sketch up model was developed by utilizing the existing dimensions of the facility along with the dimensions of the proposed furniture and millwork.

- #### 4. Engineering System Coordination

Notes:

- ## 5. Building Cost Analysis

Notes:

- ## 6. Code Research

Notes:

- ## 7. Design Development

Notes:

- ## 8. Construction Documents

Notes:

- ## 9. Specifications and Material Research

Notes:

- ## 10. Document Checking and Coordination

Notes:

- ## 11. Building and Contract Negotiation

Notes:

- ## 12. Construction Phase – Office

Notes:

- ### 13. Construction Phase – Site

Notes:

- ## 14. Project Management

Notes:

- ## 15. Office Management

Notes

4.

Role of Intern **The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required)**

Project(s)

1. Programming

Notes:

Programming for this project was essential as it involved various agencies consolidating into one space. Due to multiple agencies we began by speaking with the representative from each one to determine exactly the size of space they required and the key functions that needed to be within them. Once receiving this information we compiled it into an excel spreadsheet to determine the approximate amount of space they Ministry would need to request from the landlord.

2. Site Analysis

Notes:

Site analysis involved measuring, photographing the space and updating the existing floor plans. Due to the multiple columns within the space, each one needed to be accurately located prior to any preliminary design.

3. Schematic Design

Notes:

Schematic design involved utilizing the updated floor plans of the existing space and incorporating into it the various components (open offices, closed offices) provided by the client

4. Engineering System Coordination

Notes:

Upon receiving final floor plan approval from the client, the principal Architect and I engaged with the Structural, Mechanical and Electrical engineering to discuss the preferred systems and obstacles currently present in the project. All consulting disciplines were brought in at the same time to minimize any instance of overlapping issues between the various parties.

5. Building Cost Analysis

Notes:

6. Code Research

Notes:

The code research for this space involved determining the egress, bathrooms, fire separations, and accessibility. Due to the nature of the therapeutic facility within the space we needed to ensure that barrier free standards were consistently maintained.

7. Design Development

Notes:

Design development was composed of 10 concept plans. The large number of concept plans was due to a change in management from the landlord halfway through the preliminary design stage. Each design concept needed to be approved by each individual agency within the space, the head representative and finally the landlord. Each concept was developed in AutoCAD and sketches and was presented to the team in PDF format.

8. Construction Documents

Notes:

Utilizing AutoCAD, the construction documents were produced prior to tender and following the final sign off on the preliminary design documents. These documents we completed in a manner to ensure that cad compliancy for the Ministry of Central Services would be a simple transition at the completion time for this project.

9. Specifications and Material Research

Notes:

Due to the nature of combining a therapeutic pool area within an office space, significant consideration was paid to the transition of materials from one space to the other. Specifically flooring, wall types (sound proofing) and ceiling baffles.

10. Document Checking and Coordination

Notes:

Following each stage of concept development, working drawings and material selection a copy would be printed off and marked-up for modifications and changes. Following this preliminary inspection of the material, I would then request from my principal architect a review of my work. [REDACTED] would review all material and provided commentary for further development.

11. Building and Contract Negotiation

Notes:

In the award stage of this project, [REDACTED] and I negotiated with the Ministry of Central Services the level of our involvement. I was noted in the original RFP that the preliminary concept had already been developed but upon review the documentation after award it became apparent that the preliminary concept plans would be unusable and thus our fees would need to be negotiated.

12. Construction Phase – Office

Notes:

13. Construction Phase – Site

Notes:

14. Project Management

Notes:

15. Office Management

Notes:

Project management for this project involved working alongside Senior Architectural Technologist [REDACTED] and Principal Architect [REDACTED] to plan and coordinate client, consultant and staff support meetings to ensure that deadlines were met.

Role of Intern

The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required)

Project(s)

1. Programming

Notes:

Due to the nature of this project there was minimal programming as the spaces were remaining relatively the same. We did develop a preliminary program for the existing functions for the purpose of the code review. The preliminary program noted all of the functions within the facility and the number of personnel that would be active in each space throughout the day.

2. Site Analysis

Notes:

Site analysis involved measuring, photographing and noting all features on the site. Due to the Fire Hall #6 remaining active during the construction phase it was important to note which areas must remain clear for fire truck entry and exit. Various features such as the radio tower and the temporary construction compound were noted on the drawings as so that these areas could be easily identifiable during all phases of the project.

3. Schematic Design

Notes:

Schematic design involved utilizing the updated floor plans of the existing space and incorporating into it the various components (generator room, make-up air unit, duct/louver penetrations) provided by the client's scope of work.

4. Engineering System Coordination

Notes:

Upon receiving final floor plan approval from the client, the principal Architect and I engaged with the Structural, Mechanical and Electrical engineering to discuss the preferred systems and obstacles currently present in the project. All consulting disciplines were brought in at the same time to minimize any instance of overlapping issues between the various parties. Significant attention was paid to the sizing of the Genset as it would need to be housed on a reinforced mezzanine.

5. Building Cost Analysis

Notes:

Initially the client had planned to pre-purchase the mechanical and electrical equipment for this project. Upon consulting with the mechanical and electrical engineer, we informed the client that the cost saving plan of pre-purchasing the equipment would minimize the responsibility of the general contractor for the surety of installation. Ultimately we determined that having the general contractor purchase the equipment would produce cost savings through assurance of installation.

6. Code Research

Notes:

The code research for this space involved determining the egress, fire separations, accessibility and fire alarm systems. Due to the nature of the project it was determined that the building met code as long as the functions did not change.

7. Design Development

Notes:

Design development was completed by producing sections through the various work areas. Due to various sizes of electrical and mechanical equipment, several iterations of systems organizing were produced. These section details allowed for the engineering team to coordinate their equipment and avoid existing features such as overhead doors and hose drying racks. Each concept was developed in AutoCAD and sketches and was presented to the team in PDF format.

8. Construction Documents

Notes:

Utilizing AutoCAD, the construction documents were produced prior to tender and following the final sign off on the preliminary design documents.

9. Specifications and Material Research

Notes:

10. Document Checking and Coordination

Notes:

Following each stage of concept development, working drawings and material selection a copy would be printed off and marked-up for modifications and changes. Following this preliminary inspection of the material, I would then request that my principal architect review my work. Principal Kurt Dietrich would review all material and provided commentary for further development.

11. Building and Contract Negotiation

Notes:

12. Construction Phase – Office

Notes:

13. Construction Phase – Site

Notes:

14. Project Management

Notes:

15. Office Management

Notes:

Project management for this project involved working alongside Principal Architect [REDACTED] to plan and coordinate client , consultant and staff support meetings to ensure that deadlines were met.

4.

Role of Intern The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required)

Project(s)

1. Proposal Writing & Submission

Notes:

The list found below outlines the proposals that I have written for [REDACTED] – Utilizing the guidance of Principal Architect: [REDACTED] and Senior Architectural Technologist: [REDACTED]

Task outline for each proposal:

- Search online databases for the newly released Request for Proposals invitations.
- Reviewing proposal guidelines and mandatory requirements.
- Attend site walk-through.
- Coordinating consultant information and fees.
- Discussing methodologies and approach with Principal Architect: [REDACTED]
- Production of first draft.
- Submission for proofing.
- Final revision.
- Printing / binding / submission ← this is either done in-house by myself or delegated to a professional printing company if the proposal submission location is located out-of-province.

Proposal Project Number & Location: [REDACTED]

Client: [REDACTED]

Date Submitted: Feb 4th, 2019

Duration of time spent writing and submitting: 18 Hours

Proposal Project Number & Location: [REDACTED]

Client: [REDACTED]

Date Submitted: Feb 7, 2019

Duration of time spent writing and submitting: 30 Hours

Proposal Project Number & Location: [REDACTED]

Client: [REDACTED]

Date Submitted: Feb 11th, 2019

Duration of time spent writing and submitting: 35 Hours

Proposal Project Number & Location: [REDACTED]

Client: [REDACTED]

Date Submitted: Feb 15th, 2019

Duration of time spent writing and submitting: 21 Hours

Proposal Project Number & Location: [REDACTED]

Client: [REDACTED]

Date Submitted: Feb 19th, 2019

Duration of time spent writing and submitting: 15 Hours

Proposal Project Number & Location: [REDACTED]

Client: [REDACTED]

Date Submitted: Feb 22nd, 2019

Duration of time spent writing and submitting: 15 Hours

Proposal Project Number & Location: [REDACTED]

Client: [REDACTED]

Date Submitted: March 6th, 2019

Duration of time spent writing and submitting: 15 Hours

Proposal Project Number & Location: [REDACTED]

Client: [REDACTED]

Date Submitted: March 12th, 2019

Duration of time spent writing and submitting: 25 Hours

Proposal Project Number & Location: [REDACTED]

Client: [REDACTED]

Date Submitted: March 15th, 2019

Duration of time spent writing and submitting: 18 Hours

Proposal Project Number & Location: [REDACTED]

Client: [REDACTED]

Date Submitted: March 15th, 2019

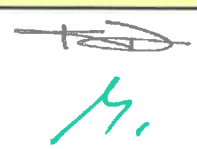
Duration of time spent writing and submitting: 18 Hours

Proposal Project Number & Location: [REDACTED]

Client: [REDACTED]

Date Submitted: March 19th, 2019

Duration of time spent writing and submitting: 23 Hours



Role of Intern The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required)

Project(s)

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED]
Date Submitted: March 26th , 2019
Duration of time spent writing and submitting: 17 Hours

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED]
Date Submitted: March 29th , 2019
Duration of time spent writing and submitting: 22 Hours

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED]
Date Submitted: April 3rd , 2019
Duration of time spent writing and submitting: 26 Hours

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED]
Date Submitted: April 8th , 2019
Duration of time spent writing and submitting: 26 Hours

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED]
Date Submitted: April 12th , 2019
Duration of time spent writing and submitting: 30 Hours

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED]
Date Submitted: April 17th , 2019
Duration of time spent writing and submitting: 24 Hours

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED]
Date Submitted: April 23th , 2019
Duration of time spent writing and submitting: 15 Hours

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED]
Date Submitted: April 26th , 2019
Duration of time spent writing and submitting: 17 Hours

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED]
Date Submitted: April 30th , 2019
Duration of time spent writing and submitting: 21 Hours

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED]
Date Submitted: May 2nd , 2019
Duration of time spent writing and submitting: 6 Hours

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED]
Date Submitted: May 7th , 2019
Duration of time spent writing and submitting: 33 Hours

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED]
Date Submitted: May 10th , 2019
Duration of time spent writing and submitting: 20 Hours

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED]
Date Submitted: May 17th , 2019
Duration of time spent writing and submitting: 27 Hours

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED] (Cancelled 2 days prior to submission)
Date Submitted: May 21st , 2019
Duration of time spent writing and submitting: 17 Hours

Proposal Project Number & Location : [REDACTED]
Client: [REDACTED]
Date Submitted: May 29th , 2019
Duration of time spent writing and submitting: 22 Hours



Role of Intern

The Intern must identify their specific activities for each project identified on page 4 Summary of Project(s). (Submit additional pages, if required)

Project(s)

Proposal Project Number & Location : [REDACTED]

Client: [REDACTED]

Date Submitted: May 21st, 2019

Duration of time spent writing and submitting: 15 Hours

Proposal Project Number & Location : [REDACTED]

Client: [REDACTED]

Date Submitted: June 11th, 2019

Duration of time spent writing and submitting: 23 Hours

Proposal Project Number & Location : [REDACTED]

Client: [REDACTED]

Date Submitted: June 12th, 2019

Duration of time spent writing and submitting: 23 Hours

Proposal Project Number & Location : [REDACTED]

Client: [REDACTED]

Date Submitted: June 17th, 2019

Duration of time spent writing and submitting: 23 Hours


M.

Summary of Experience

Record the total hours carried out on projects described on Page 4

A Design/Construction Documents

	1	2	3	4	5	6	7	8	9	10	TOTALS
1 Programming	3.00	6.00	3.00		23.00	4.00					39.00
2 Site Analysis	4.00	3.00	10.00		6.00	8.00					31.00
3 Schematic Design		20.00	22.00	16.00	15.00	6.00					79.00
4 Engineering System Coordination			5.00		5.00	15.00					25.00
5 Building Cost Analysis						2.00					2.00
6 Code Research	6.00	10.00	4.00		4.00	1.00					25.00
7 Design Development		15.00	4.00		60.00	35.00					114.00
8 Construction Documents		6.00	8.00		25.00	33.00					72.00
9 Specifications and Material Research*		3.00			2.00	0.00					5.00
10 Document Checking and Coordination*					6.00	10.00					16.00
Subtotal	13.00	63.00	56.00	16.00	146.00	114.00	0.00	0.00	0.00	0.00	408.00

* may occur in multiple phases of a project

B Construction Administration

	1	2	3	4	5	6	7	8	9	10	TOTALS
11 Bidding and Contract Negotiation			2.00		2.00						4.00
12 Construction Phase - Office			4.00								4.00
13 Construction Phase - Site			6.00								6.00
Subtotal	0.00	0.00	12.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	14.00

C Management

	1	2	3	4	5	6	7	8	9	10	TOTALS
14 Project Management		3.00	2.00								5.00
15 Office Management			2.00		6.00	4.00				591.00	603.00
Subtotal	0.00	3.00	4.00	0.00	6.00	4.00	0.00	0.00	0.00	591.00	608.00

Total Hours of Each Project	13.00	66.00	72.00	16.00	154.00	118.00	0.00	0.00	0.00	591.00	1,030.00
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Intern Declaration

I declare that the enclosed information is an accurate record of my architectural experience.

Name (please print)

Signature

Date

Summary of Projects (List the 10 most significant projects in this period)		
Project Type: New Construction, Additions, Renovations, etc.		
Occupancy: Assembly, Institutional, Industrial, Residential, Commercial.		
1 Project Name [REDACTED]	Project Type	Additions
Location [REDACTED]	Occupancy	Institutional
	Gross Floor Area	4011sf
	Budget	\$2.4 Million
	No. of Storeys	1
2 Project Name [REDACTED]	Project Type	Renovation + Site works development
Location [REDACTED]	Occupancy	Residential
	Gross Floor Area	1200sf
	Budget	No budget set at this time.
	No. of Storeys	1
3 Project Name [REDACTED]	Project Type	Tenant Improvement
Location [REDACTED]	Occupancy	Commercial
	Gross Floor Area	46,173sf
	Budget	\$1.8 Million
	No. of Storeys	2
4 Project Name [REDACTED]	Project Type	Grain Processing Office
Location [REDACTED]	Occupancy	Industrial
	Gross Floor Area	4354sf
	Budget	\$1.3 Million
	No. of Storeys	2
5 Project Name [REDACTED]	Project Type	Tenant Improvment
Location [REDACTED]	Occupancy	Commercial & Institutional
	Gross Floor Area	29,826sf
	Budget	\$900,000.00
	No. of Storeys	1
6 Project Name [REDACTED]	Project Type	Systems Upgrade
Location [REDACTED]	Occupancy	Commercial
	Gross Floor Area	7817.97 sf
	Budget	\$300,000.00
	No. of Storeys	1
7 Project Name [REDACTED]	Project Type	
Location [REDACTED]	Occupancy	
	Gross Floor Area	
	Budget	
	No. of Storeys	
8 Project Name [REDACTED]	Project Type	
Location [REDACTED]	Occupancy	
	Gross Floor Area	
	Budget	
	No. of Storeys	
9 Project Name [REDACTED]	Project Type	
Location [REDACTED]	Occupancy	
	Gross Floor Area	
	Budget	
	No. of Storeys	
10 Project Name Various Proposal Submissons	Project Type	RFP Submissions
Location [REDACTED]	Occupancy	N/A
	Gross Floor Area	N/A
	Budget	N/A
	No. of Storeys	N/A

Comments by Employer

- ██████████ has continually taken on added responsibilities and involvement in a multitude of project types and delivery methods. He continues to develop his understanding of the architectural process in terms of client engagement, design and technical project delivery. Our office has ascribed to providing him with increased opportunities for deeper involvement in the practice which he unquestionably engages in.

- ██████████ approach to the practice of architecture remains professional and enthusiastic through all aspects of his duties. He pushes himself to develop his skill set related to the process of project delivery and remains in a constant state of professional growth.

- The upcoming period will engage ██████ in advanced project delivery methods including client engagement and technical document delivery. He will be further involved in the site aspects for contract administration through a variety of projects in order to provide a comprehensive basis for his practical development. We naturally expect him to excel in these activities with the demonstrated enthusiasm experienced to date.

- █████ exposure to the activities of experience has been detailed and in depth for each of the categories. As he undertakes the activities, our goal remains to have him immersed in the task at hand both through practical experience and regular discussion towards the nature of the event, the overall process and the desired outcome. He is involved thoroughly in each component listed.

I declare that the preceding information is an accurate summary of the Intern's architectural experience.

Date _____

I declare that I have met with the Intern in accordance with IAP.

Date _____