



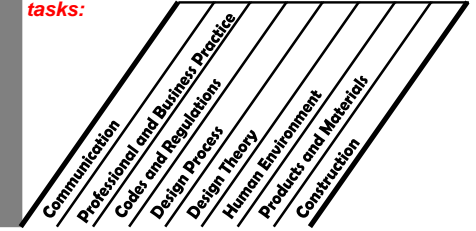
Intern Self-Report of Supervised Work Experience

Note: This self-report form includes both **Mandatory** and **Non-mandatory** tasks.

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For Reference Only
Competencies that may be required to perform tasks:



Design Phase 1: Pre-design

Name:

Submission

date:

ID	Task	Relevant Notes	Supervisor Name	Completed														
1.1	Research client or project type			<input type="checkbox"/>	*		*	*	*	*	*							
1.2	Assess opportunity and determine if project falls within scope of practice			<input type="checkbox"/>	*	*	*	*		*								
1.3	Determine scope of services for the project in order to write contract			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
1.4	Identify stakeholders			<input type="checkbox"/>	*	*	*	*										*
1.5	Create client/project file			<input type="checkbox"/>	*													
1.6	Define roles and responsibilities for the stakeholders and project team			<input type="checkbox"/>	*	*	*	*										*
1.7	Identify design team			<input type="checkbox"/>	*	*	*	*										
1.8	Identify and solicit proposals for sub-consultants			<input type="checkbox"/>	*	*	*	*										*
1.9	Identify sustainability and/or wellness requirements			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
1.10	Identify historic context			<input type="checkbox"/>	*			*	*	*								
1.11	Identify construction delivery methods with client			<input type="checkbox"/>	*	*	*	*								*	*	
1.12	Develop proposal			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
1.13	Prepare contracts, fee structures, payment schedule and gain client approval			<input type="checkbox"/>	*	*												
1.14	Prepare a preliminary project schedule with input from client			<input type="checkbox"/>	*	*	*	*								*	*	

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For Reference Only
 Competencies that may be required to perform

Design Phase 2: Programming

Communication
 Professional and Business Practice
 Codes and Regulations
 Design Process
 Design Theory
 Human Environment
 Products and Materials
 Construction

ID	Task	Relevant Notes	Supervisor Name	Completed														
2.1	Gather information to establish user needs			<input type="checkbox"/>	*	*	*	*					*	*				
2.2	Site review and analysis			<input type="checkbox"/>	*		*	*					*	*				
2.3	Conduct visioning sessions with client			<input type="checkbox"/>	*	*		*	*	*	*	*	*					
2.4	Assist client in determining a project approach			<input type="checkbox"/>	*	*	*	*	*	*	*	*						*
2.5	Develop an initial design concept			<input type="checkbox"/>	*		*	*	*	*	*	*	*	*	*	*	*	*
2.6	Identify and define sustainability design goals and requirements			<input type="checkbox"/>	*	*	*	*			*	*	*	*	*	*	*	*
2.7	Develop a comprehensive functional program document			<input type="checkbox"/>	*		*	*	*	*	*	*	*	*	*	*	*	*
2.8	Co-ordinate preliminary budget allocation			<input type="checkbox"/>	*	*	*	*			*	*	*	*	*	*	*	*
2.9	Update preliminary project schedule			<input type="checkbox"/>	*	*	*	*	*	*			*	*	*	*	*	*
2.10	Present program to client			<input type="checkbox"/>	*		*	*	*	*			*	*	*	*	*	*
2.11	Refine program based on client feedback			<input type="checkbox"/>	*		*	*	*	*			*	*	*	*	*	*
2.12	Obtain client approval			<input type="checkbox"/>	*	*												

Design Phase 3: Schematic Design

Communication
Professional and Business Practice
Codes and Regulations
Design Process
Design Theory
Human Environment
Products and Materials
Construction

ID	Task	Relevant Notes	Supervisor Name	Completed														
3.1	Identify relevant code and regulation requirements			<input type="checkbox"/>	*	*					*	*						
3.2	Investigate multiple design options			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3.3	Finalize spatial relationship diagram			<input type="checkbox"/>	*	*	*	*	*	*								
3.4	Develop preliminary design concept			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3.5	Develop preliminary design studies/sketches			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3.6	Develop space plan options			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3.7	Review preliminary drawings for code compliance			<input type="checkbox"/>	*	*	*				*	*						*
3.8	Develop preliminary floor plan			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3.9	Develop preliminary FF&E plan			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3.10	Develop preliminary lighting design concept			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3.11	Develop preliminary ceiling plan			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3.12	Coordinate schematic design with sub-consultants and obtain input on building systems impacting the design solution			<input type="checkbox"/>	*	*	*	*	*	*			*	*				*
3.13	Review and refine the project schedule			<input type="checkbox"/>	*	*		*							*	*		*
3.14	Co-ordinate the review and refinement of cost estimates			<input type="checkbox"/>	*	*	*	*							*	*		*
3.15	Review schematic drawings to ensure that all programmatic requirements have been met			<input type="checkbox"/>	*	*	*	*			*	*	*	*	*	*	*	*
3.16	Present schematic design solution to client			<input type="checkbox"/>	*		*	*	*	*	*	*	*	*	*	*	*	*
3.17	Refine schematic design based on client feedback			<input type="checkbox"/>	*		*	*	*	*	*	*	*	*	*	*	*	*
3.18	Obtain client approval on schematic design solution			<input type="checkbox"/>	*	*												

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For Reference Only
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- Communication
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- Construction

Design Phase 4: Design Development

ID	Task	Relevant Notes	Supervisor Name	Completed														
4.1	Develop detailed floor plan			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.2	Research and assist client to establish budget for FF&E			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.3	Develop detailed furniture plan			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.4	Audit the design for code compliance			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.5	Research and obtain cost estimates for finishes & materials			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.6	Review life cycle costs of finishes and materials with the client to identify long-term impact of the proposed selections			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.7	Develop detailed lighting plan			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.8	Develop finish plan/schedules			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.9	Coordinate design with sub-consultants to incorporate building systems and engineering requirements into the design solution			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.10	Prepare interior design specifications			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.11	Co-ordinate the review and refinement of cost estimates			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.12	Design and draw elevations			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.13	Design and draw sections			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.14	Refine and further develop 3-D views			<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*

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Design Phase 4: Design Development

Task	Relevant Notes	Supervisor Name	Completed															
4.15	Design and draw details		<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.16	Design reflected ceiling plans		<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.17	Design power and communications plan		<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.18	Design specialized millwork/architectural woodwork		<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.19	Review and refine the project schedule		<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.20	Assist client in establishing a preliminary budget		<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.21	Request and review mock-ups or samples from vendors		<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.22	Develop way-finding/environmental graphics design options		<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.23	Create 3-D renderings		<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.24	Create presentation boards and concept presentation		<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.25	Present design development package to client		<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.26	Revise design package based on client feedback		<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.27	Co-ordinate artwork selection, custom/commissioned finishes, and landmarks.		<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4.28	Obtain client approval of design development package		<input type="checkbox"/>	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

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- Construction

Design Phase 5: Contract

Task	Relevant Notes	Supervisor Name	Completed															
5.1	Finalize project schedule		<input type="checkbox"/>	*	*							*	*					
5.2	Review the final design solution against the code requirements and ensure compliance		<input type="checkbox"/>	*		*	*					*	*					
5.3	Prepare contract documents		<input type="checkbox"/>	*		*	*					*	*					
5.4	Review and redline contract documents		<input type="checkbox"/>	*		*	*					*	*					
5.5	Coordinate contract documents with all sub-consultants		<input type="checkbox"/>	*	*	*	*					*	*					
5.6	Review and finalize the cost estimate		<input type="checkbox"/>	*	*	*						*	*					
5.7	Finalize contract documents		<input type="checkbox"/>	*		*	*					*	*					
5.8	Submit contract documents for permits		<input type="checkbox"/>	*	*	*												
5.9	Present final contract documents to client		<input type="checkbox"/>	*		*	*											
5.10	Revise contract documents based on client feedback		<input type="checkbox"/>	*		*	*											
5.11	Obtain client approval of final contract documents		<input type="checkbox"/>	*	*													

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For Reference Only
 Competencies that may be required to perform

Design Phase 6: Bidding /

Communication
 Professional and Business Practice
 Codes and Regulations
 Design Process
 Design Theory
 Human Environment
 Products and Materials
 Construction

ID	Task	Relevant Notes	Supervisor Name	Completed														
6.1	Prepare bid documents			<input type="checkbox"/>	*	*	*	*						*	*			
6.2	Pre-qualify bidders			<input type="checkbox"/>	*	*												*
6.3	Distribute bid documents			<input type="checkbox"/>	*	*												
6.4	Conduct bid orientation meeting with bidders			<input type="checkbox"/>	*	*												*
6.5	Respond to Request for Information (RFI)			<input type="checkbox"/>	*	*	*							*	*			
6.6	Issue addenda			<input type="checkbox"/>	*	*	*							*	*			
6.7	Review bid submissions with client			<input type="checkbox"/>	*	*								*	*			
6.8	Prepare recommendation to client for contract award			<input type="checkbox"/>	*	*								*	*			

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For Reference Only
Competencies that may be required to perform

Design Phase 7: Contract

Communication
 Professional and Business Practice
 Codes and Regulations
 Design Process
 Design Theory
 Human Environment
 Products and Materials
 Construction

ID	Task	Relevant Notes	Supervisor Name	Completed														
7.1	Develop and/or coordinate purchase requisitions for FF&E			<input type="checkbox"/>	*	*		*				*	*					
7.2	Procure FF&E			<input type="checkbox"/>	*	*							*					
7.3	Conduct site visits to review compliance with design intent and observe construction progress			<input type="checkbox"/>	*	*	*						*	*				
7.4	Prepare site visit reports			<input type="checkbox"/>	*	*	*						*	*				
7.5	Review and approve submittals			<input type="checkbox"/>	*	*	*						*	*				
7.6	Respond to site conditions			<input type="checkbox"/>	*		*											*
7.7	Respond to Request for Information			<input type="checkbox"/>	*		*						*	*				
7.8	Manage changes to the contract			<input type="checkbox"/>	*	*	*						*	*				
7.9	Monitor project schedule			<input type="checkbox"/>	*		*						*	*				
7.10	Participate in construction meetings			<input type="checkbox"/>	*		*						*	*				
7.11	Review general contractor's submissions for substitutions			<input type="checkbox"/>	*		*	*					*	*				
7.12	Develop and monitor deficiency list			<input type="checkbox"/>	*	*	*						*	*				
7.13	Monitor FF&E installation			<input type="checkbox"/>	*		*						*	*				
7.14	Administer Certificates of Payment for client			<input type="checkbox"/>	*	*	*						*	*				

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For Reference Only
Competencies that may be required to perform

Design Phase 8: Project

Communication
Professional and Business Practice
Codes and Regulations
Design Process
Design Theory
Human Environment
Products and Materials
Construction

ID	Task	Relevant Notes	Supervisor Name	Completed														
8.1	Monitor move-in			<input type="checkbox"/>	*												*	
8.2	Prepare and review close-out documentation			<input type="checkbox"/>	*		*										*	*
8.3	Financial close-out of project			<input type="checkbox"/>	*	*		*										*
8.4	Perform internal practice analysis (i.e., what did we learn?)			<input type="checkbox"/>	*	*												*
8.5	Perform internal efficiency evaluation			<input type="checkbox"/>	*	*												
8.6	Perform design analysis			<input type="checkbox"/>	*	*												
8.7	Follow-up on deficiencies			<input type="checkbox"/>	*		*										*	*