



BRITISH COLUMBIA SOCIETY OF LANDSCAPE ARCHITECTS

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MONTHLY EXPERIENCE RECORD

INTERN NAME: _____ **PERIOD:** _____ **to** _____

ADVISOR NAME: _____ (yy/mm/dd) (yy/mm/dd)

I declare that the following is a correct record of the Intern's experience for the period shown. **DATE:** _____ (yy/mm/dd)

Advisor's Stamp
& Signature

PROJECTS:

| | |
|--|--|
| | |
| | |
| | |
| | |

EMPLOYER NAME: _____ **TELEPHONE:** (____) _____

EMPLOYER ADDRESS: _____

CITY: _____ **PROVINCE/STATE:** _____ **POSTAL CODE:** _____

Record experience as **O** (Observer) or **R** (Employer's Representative). Please refer to attached instructions

| R/ O | Month: | Week: | | | | | TOTAL HOURS |
|---------------------------|---------------------------------------|-------|---|---|---|---|----------------|
| | | 1 | 2 | 3 | 4 | 5 | |
| Design Development | | | | | | | |
| | Site Inventory / Survey / Base Info. | | | | | | |
| | Legislative / Code / By-law Review | | | | | | |
| | Programming / CPTED | | | | | | |
| | Conceptual Design | | | | | | |
| | Other (Specify) | | | | | | |
| Detail Design | | | | | | | |
| | Preliminary Site Plan | | | | | | |
| | Rendering / Photography / Models | | | | | | |
| | Client / Public Presentations | | | | | | |
| | Other (Specify) | | | | | | |
| Contract Documents | | | | | | | |
| | Grading / Drainage Plan | | | | | | |
| | Irrigation Plan | | | | | | |
| | Planting Plan / Plant List | | | | | | |
| | Planting Details | | | | | | |
| | Fence / Trellis / Shelter Details | | | | | | |
| | Retaining Wall / Stair / Ramp Details | | | | | | |

Record experience as **O** (Observer) or **R** (Employer's Representative). Please refer to attached instructions

| R/ O | Month: | Week: | | | | | TOTAL HOURS |
|-----------------------------------|--------------------------------------|-------|---|---|---|---|----------------|
| | | 1 | 2 | 3 | 4 | 5 | |
| Contract Documents (cont.) | | | | | | | |
| | Specification Writing | | | | | | |
| | Cost Estimating / Control | | | | | | |
| | Tender Admin. & Contract Award | | | | | | |
| | Other (Specify) | | | | | | |
| Contract Administration | | | | | | | |
| | Site Meetings | | | | | | |
| | Site Inspection / Reports | | | | | | |
| | Site Instruction / Change Orders | | | | | | |
| | Payment / Completion Certificates | | | | | | |
| | Other (Specify) | | | | | | |
| Office Practice | | | | | | | |
| | Proposals / Fee Calculating | | | | | | |
| | Firm Brochure & Proposal Graphics | | | | | | |
| | Correspondence | | | | | | |
| | Meetings | | | | | | |
| | Project Management Coordination | | | | | | |
| | Budgeting / Costing | | | | | | |
| | Office Management | | | | | | |
| | Other (Specify) | | | | | | |
| Open Space Planning | | | | | | | |
| | Process Development | | | | | | |
| | Documentary Research | | | | | | |
| | Site Inventory | | | | | | |
| | Public Meetings /Workshops | | | | | | |
| | Analysis / Synthesis | | | | | | |
| | Report Writing / Editing | | | | | | |
| | Other (Specify) | | | | | | |
| Regulatory Review | | | | | | | |
| | DP Review & Correspondence | | | | | | |
| | BP Review & Correspondence | | | | | | |
| | Landscape Installation Review | | | | | | |
| | Other (Specify) | | | | | | |
| Other | | | | | | | |
| | Teaching | | | | | | |
| | Publishing / Writing | | | | | | |
| | Volunteer (Specify) | | | | | | |
| | Other (Specify) | | | | | | |

ADVISOR'S SIGNATURE & DATE: _____