



**EAST AFRICA INSTITUTE OF ARCHITECTS**

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**INTERNSHIP LOGBOOK**  
*(Practical Training Record)*

*As Adopted by Council  
January 26<sup>th</sup> 2013  
Arusha Tanzania*

# Internship Logbook

## Practical Training Record.

<b>Name of Trainee:</b>						
<b>Employer:</b>						
<b>Employer Address:</b>						
<b>Internship Training Period:</b>	Month 1-6		Month 7-12		Month 13-18	Month 18-24
<b>Date:</b>	Month:			Year:		
<b>Role:</b> <i>(please tick)</i>	Participant			Observer		

ACTIVITIES									
Item	Areas of Professional Experience	Description	Duration <i>(Hrs per month)</i>	In collaboration with: <i>(Please tick whether its</i> 1. Client organization. 2. Structural Engineer, 3. M& E Engineer 4. Surveyor 5. Contractor's organization 6. Specify other					
				1	2	3	4	5	6
1	Practice Management	Forms of Association: Benefits and extent of liability; taxes							
2	Practice Management	Office Management							
3	Practice Management	Job management							
4	Procurement	Procurement Systems & Procedures							
5	Procurement	Marketing Strategies & Procedures							
6	Procurement	Preparation of Expressions of Interest (EOI)							
7	Procurement	Preparation of proposals							
8	Procurement	Architectural Competitions							
9	Procurement	Forms of Contract: Types, procedures & applicability							
10	Procurement	Contractual Obligations and Responsibilities of the architect							
11	Procurement	Professional Indemnity Insurance							
12	Procurement	Architects Fees & Fee negotiation							
13	Predesign	Brief preparation / development							
14	Predesign	Site survey / report							
15	Predesign	Building survey / report							
16	Predesign	Feasibility Studies							
17	Predesign	Office programming							
18	Predesign	Procurement strategy							
19	Design	Concept development							
20	Design	Meetings with client/consultants							
21	Design	Meetings with consultants							
22	Design	Drawings / reports /models							
23	Design	Environmental analysis /tests							
24	Design	Cost awareness and control							
25	Design	Quality Assurance & Management							

26	Legal	Statutory Consents / Requirements						
	Legal	Planning Legislation						
27	Legal	Environmental Issues						
28	Legal	Legislation health and safety						
29	Legal	Regional / International Laws						
30	Legal	Common law aspects						
31	Production	Working Drawings						
32	Production	Detail drawings/ drawn schedules						
33	Production	Specifications / bills / schedules						
34	Production	Liaisons with Consultants / specialists						
35	Contract	Preparation of tender documents						
36	Contract	Review of tenders						
37	Contract	Tender action						
38	Contract	Building Contracts						
39	Contract	Site handover						
40	Contract	Project planning and Clerk of Works						
41	Contract	Inspection / quality management						
42	Contract	Progress meetings, reports / minute taking						
43	Contract	Instructions and variations						
44	Contract	Valuation and certification						
45	Contract	Extension of time / loss & damages						
46	Contract	Records / maintenance/health & safety file						
47	Contract	Site Hand over						
48	Contract	Dispute resolution						
49	Contract	As built drawings and documentation						
50	Other	Involvement in professional association activities						
51	Other							
52	Other							
53	Other							
54	Other							
55	Other							

**PROJECT DESCRIPTION NOTES:**

Project Details:	
Points of Special Interest to Intern:	
Office Supervisor's Comments	
Office Supervisor: Signature: Date:	

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