



EAST AFRICA INSTITUTE OF ARCHITECTS

INTERNSHIP LOGBOOK
(Practical Training Record)

As Adopted by Council
January 26th 2013
Arusha Tanzania

Fee: UGX.2500 KES.85 TZS.1,600 RWF. 650

Internship Logbook

Practical Training Record.

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

ACTIVITIES									
Item	Areas of Professional Experience	Description	Duration (Hrs per month)	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							

PROJECT DESCRIPTION NOTES:

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

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