



BRITISH COLUMBIA SOCIETY OF LANDSCAPE ARCHITECTS

110 – 355 Burrard Street
Vancouver, B.C. V6C 2G8

T: (604) 682-5610
F: (604) 681-3394

E: admin@bcsla.org
W: www.bcsla.org

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: _____