

Canadian Experience Record Book: Experience Summary Form

Steps to Follow

Carefully read all instructions.

Complete this form either by typing, printing neatly in ink or electronically and have the Employer and Mentor complete the Comments and Declaration portion on a hard copy.

Ensure that changes or whiteouts are initialled by your Employer (i.e. Supervisor).

Ensure that all pages of the form are initialled by your Employer (i.e. Supervisor).

Ensure that all additional pages annexed to this form are also signed by your Employer (i.e. Supervisor).

Ensure that all Declarations are signed and dated.

Retain a copy of this form for your records.

Submit the Experience Summary Form to the Provincial Association with which you are enrolled for each 900 to 1000 hours of work experience or for each change of Employment.

Provincial Association Use only

Received:

By: _____

Date: _____

Reviewed:

By: _____

Date: _____

Intern Identification

Surname		First Name	Middle Name(s)
No. and Street		Suite No.	
City		Province/State/Territory	Country
Postal/Zip Code	Res. Tel.	Bus Tel.	Email

Employment Identification

Firm Name			
No. and Street			Suite No.
City		Province/State/Territory	Country
Postal/ZipCode	Bus. Tel.	Email	

Nature of Employer's Activities

Experience Supervisor	Position
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Mentor Identification

Surname	First Name	Res. Tel.
Firm Name	Bus. Tel.	

Role of Intern (*Describe briefly*)

Experience Period	From	DAY	MONTH	YEAR
	To			

Full Time Experience Click on appropriate box

Part Time Experience Click on appropriate box

Category of Experience Click on appropriate boxes	Mandatory <input type="checkbox"/> (Categories A, B, C, D)	Discretionary Related Discipline Postgraduate Study Teaching Research Undergraduate RAIC Syllabus
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Summary of Experience Record the total hours carried out on projects described on Page 3

A Design/Contract Documents

	1	2	3	4	5	6	7	8	9	10	Other	SuppEd	TOTALS
1 Programming													
2 Site & Environmental Analysis													
3 Schematic Design													
4 Engineering Systems Coordination													
5 Building Cost Analysis													
6 Code Research													
7 Design Development													
8 Construction Documents													
9 Specifications & Materials Research													
10 Document Checking & Coordination													
Subtotal													

B Construction Administration

	1	2	3	4	5	6	7	8	9	10	Other	SuppEd	TOTALS
11 Bidding and Contract Negotiation													
12 Construction Phase - Office													
13 Construction Phase - Site													
Subtotal													

C Management

	1	2	3	4	5	6	7	8	9	10	Other	SuppEd	TOTALS
14 Project Management													
15 Office Management													
Subtotal													

D Related Activities

16 Professional and Community Services (Total permitted hours = 80)

Total Hours Each Project (A+B+C+D)

E Discretionary (Total permitted hours = 1880)

17 Related Disciplines	
18 Post Graduate Study/Teaching/Research	
19 Undergraduate Experience	
20 RAIC Syllabus	

Please describe in the white box below nature of items 16, 17 and 18 above:

Subtotal E

Total Hours

Intern Declaration I declare that the enclosed information is an accurate record of my experience

Signature Date

Summary of Projects

(List the 10 most significant projects in this period)

Project Type: new work, addition, renovation, interior design, master planning, etc.

Occupancy: assembly, institutional, industrial, residential, commercial, etc.

1	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
2	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
3	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
4	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
5	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
6	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
7	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
8	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
9	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys
10	Project Name	Location	Project Type	
	Role of Intern		Occupancy	Gross Floor Area
			Budget	No. of Storeys

Comments and Declarations

Comments by Employer

1 Comment on the level of responsibility and involvement requested of the Intern and relative level taken and performed by the Intern.

2 Comment on the overall attitude/philosophy/professional goals of the Intern as you perceive them.

3 Your recommendations for the next (6) months experience.

4 Comment on the extent to which the Intern has been exposed to the activities as outlined for each of the categories in which experience has been obtained.

Employer Declaration I declare that the preceding information is an accurate summary of the Intern's work experience.

Name *(please print or type)*

Signature

Date

Mentor Declaration I declare that I have met with the Intern in accordance with IAP Guideline.

Name *(please print or type)*

Signature

Date