

ARC2615 / ARC2613 / ARC2622 ARCHITECTURE INTERNSHIP LOG SHEETS AND REPORT



Student Details

Internship Company	Empayar Perunding Sdn Bhd
Student Full Name	Mohamad Hafizi Sidratul Muntaha
Stu.No	0315470
Home Address	Lot 8, Jalan 28A, Cheras Baru, 56100 Kuala Lumpur, Malaysia.
Phone No. Home	+603-42875452
Phone No. Mobile	+6012-3435452
VoIP Software (Skype) / Overseas No.	-
Email	yesnotsure@gmail.com

Taylor's University
Lakeside Campus
No.1
Jalan Taylor's PJS7/13
47500 Subang Selangor
Malaysia

Insert
Photo
Here

School of Architecture, Building & Design

Lecturer Details

Location	Name	Email	Office No.
East Malaysia Region			
Sarawak	Ian Ng	AikSoon.Ng@taylors.edu.my	603-5629 5000
Sabah	Ian Ng	AikSoon.Ng@taylors.edu.my	603-5629 5000
West Malaysia Region			
North: Ipoh, Kedah, Penang	Keith Tan Kay Hin	KeithKayhin.Tan@taylors.edu.my	603-5629 5252
South: Malacca, Johor	Angus Lee Ching Hua	ChingHua.Lee@taylors.edu.my	603-5629 5251
Selangor			
	Sujatavani Gunasagaran	Sujatavani.Gunasagaran@taylors.edu.my	603-5629 5624
	Tamil Salvi Mari	TamilSalvi.Mari@taylors.edu.my	603-5629 5000
	Sateerah Hassan	Sateerah.Hassan@taylors.edu.my	603-5629 5620
	Siti Balkish Roslan	SitiBalkish.Roslan@taylors.edu.my	603-5629 5000
Kuala Lumpur			
	Prince Favis Isip	PrinceFavis.Isip@taylors.edu.my	603-5629 5395
	Siti Balkish Roslan	SitiBalkish.Roslan@taylors.edu.my	603-5629 5000
	Zahari Zubir	Zahari.Zubir@taylors.edu.my	603-5629 5000
	Sateerah Hassan	Sateerah.Hassan@taylors.edu.my	603-5629 5620
	Ian Ng Aik Soon	AikSoon.Ng@taylors.edu.my	603-5629 5000
	Keith Tan	KeithKayhin.tan@taylors.edu.my	603-5629 5252
Overseas (Skype)			
Brunei, Iran, Oman, Mauritius, Maldives, Sri Lanka	Prince Favis Isip	PrinceFavis.Isip@taylors.edu.my	603-56295395
Overseas (Skype/Visitation)			
Taiwan, China, Japan	Angus Lee Ching Hua	ChingHua.Lee@taylors.edu.my	603-56295251

Responsibilities of Student

- 1 Student should use the period of employment to broaden their experience and knowledge of architectural practice.
- 2 It is the responsibility of the student to actively seek out opportunities for supplementing their internship experience in the areas where it is deficient.
- 3 It is the responsibility of each student to download the electronic Log Sheet file - ARC2615_ARC2613_ARC2622 LOG SHEETS FILE_Student to record their experience.
- 4 Electronic submission should be in PDF format, save as 'ARC2615 LOG SHEETS FILE_JohnSmith0322555 ' OR 'ARC2613 LOG SHEETS FILE_JohnSmith0322555 ' OR 'ARC2622 LOG SHEETS FILE_JohnSmith0322

The Purpose of the Log Sheet

- 5 The purpose of the Log Sheets is to record in condensed, but nevertheless specific, form the student's fulfillment of the experience requirements for the module.
- 6 The information contained in the Log Sheets, will formed part of the assessment for the student to PASS or FAIL in the module.

The Recording of the Internship Experience

- 7 Students shall familiarise themselves with the information included with the Log Sheets.
- 8 Students must ensure that they fill out Log Sheets regularly (recommended daily).
- 9 Log Sheets are **WEEK** based. A minimum of one sheet should be used per week.

Stages of Experience

The breakdown of these stages are just to provide some guidelines for students, the scope of works are not confined to what is listed here, any additional work please record in the 'OTHER' |

- 10 Schematic Design
Sketching, 3D modeling and Rendering
Prepare presentation drawings
Aware of site conditions: Site Visit, Study and Measure
Prepare preliminary project evaluations, programs and feasibility studies
- 11 Permit Application
Aware of different local authorities
Observe or Assess regulatory context: Building By-law, Set back, Fire escape requirement
Establish requirements for, and co-ordinate, specialists
Participate in permit application
- 12 Contract Documentation
Prepare architectural drawings with regard to location, building elements, finishes, fittings and systems
Participate or co-ordinate meetings with consultants
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers
Prepare for tender documents and process
- 13 Contract Administration
Aware of or observe a standard form of construction contract

The Purpose of the Report

- 1 In addition to the Log Sheets, the student is required to summarise their internship experience in a form of a Report. The Report allows the student to expand on other experience in the office and also provides an opportunity for the student to give information *(images, drawings and documents) on experience additional to the Log Sheets.
- 2 The Report should be well considered, precisely expressed and be cross-referenced to the scope of works recorded in the Log Sheets.
- 3 This provides a basis for lecturers to explore the nature and the overall internship experience during the assessment.

Content:

- 4 Students should write out from their weekly experience and involvement, that in their view best illustrates the learning outcome of the module.
- 5 The Report must be presented in a logical sequence that indicates the scope of work undertaken by the student weekly.
- 6 It should include an indication of the student's role and level of responsibility in the particular project 'Stage' that has been identified.
- 7 Sufficient project details should be provided such as the location, type of building, estimated cost/budget, floor area and nature of construction.

Format:

- 8 The Report should be typewritten on A4 sized sheets (minimum 1000 to maximum 1500 words) and presented in chronological order of experience.
- 9 Where the experience has been gained in an architectural practice, the name and registration number of the supervising architect should be mentioned in the Report.
- 10 Students are encouraged to have each page of their Report certified by their supervising architect and to include information *(images, drawings and documents) on experience additional to the Log Sheets.
- 11 Electronic submission should be in PDF format, save as 'ARC2625 REPORT FILE_JohnSmith0322555 '

All files, images, drawings and related documents are owned by the company and protected under the company's copyright and intellectual right. Any used of this information in the Report **must be consulted with and obtained permission from the company or the owner.*

LOG SHEET - WEEK 1

Company Name	Empayar Perunding Sdn Bhd	Student	Mohd Hafizi Sidratul Muntaha
Supervising Architect	Mr. Kamil	Stu.No	0315470
Project 1	RTM Selangor - Office and Studio		
Site Location	Persiaran Raja Muda, Shah Alam		
Project 2			
Site Location			
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Schematic Design							
Sketching, 3D modeling and Rendering	PH	4.0	3.0	3.0	3.0		
Prepare presentation drawings	PH		3.0	2.0	2.0		
Aware of site conditions: Site Visit, Study and Measure	PH						
Prepare preliminary project evaluations, programs and feasibility studies	PH						
OTHER:							
Permit Application							
Aware of different local authorities	PH		0.5				
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement	PH						
Establish requirements for, and co-ordinate, specialists	PH						
Participate in permit application	PH						
OTHER:							
Contract Documentation							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and	PH		1.0	3.0	3.0		
Participate or co-ordinate meetings with consultants	PH		0.5				
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers	PH						
Prepare for tender documents OR participate in the process	PH						
OTHER:							
Contract Administration							
Aware of OR observe a standard form of construction contract	PH						
OTHER:							
Total:	0.0	4.0	8.0	8.0	8.0	0.0	28.0

NOTE:

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

Each Log Sheet per week, total 8 weeks should be recorded all in the 8 Log Sheets tab prepared in this file

Lunch Break & Chinese New Year break should be excluded from this Log Sheets file. Public Holiday (PH)

A valid reason or explanation is require for any day of absence, please write in the 'remark' blank below

Remark:

LOG SHEET -WEEK 2

Company Name	Empayar Perunding Sdn Bhd	Student	Mohd Hafizi Sidratul Muntaha
Supervising Architect	Mr. Kamil	Stu.No	0315470
Project 1	RTM Selangor - Office and Studio		
Site Location	Persiaran Raja Muda, Shah Alam		
Project 2			
Site Location			
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Schematic Design							
Sketching, 3D modeling and Rendering	3.0	2.0	2.0	2.0	2.0		
Prepare presentation drawings	1.0	3.0	3.0	3.0	3.0		
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
Permit Application							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
Contract Documentation							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and	4.0	3.0	3.0	3.0	3.0		
Participate or co-ordinate meetings with consultants							
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
Contract Administration							
Aware of OR observe a standard form of construction contract							
OTHER:							
Total:	8.0	8.0	8.0	8.0	8.0	0.0	40.0

NOTE:

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

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Remark:

LOG SHEET -WEEK 3

Company Name	Empayar Perunding Sdn Bhd	Student	Mohd Hafizi Sidratul Muntaha
Supervising Architect	Mr. Kamil	Stu.No	0315470
Project 1	RTM Selangor - Office and Studio		
Site Location	Persiaran Raja Muda, Shah Alam		
Project 2			
Site Location			
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Schematic Design							
Sketching, 3D modeling and Rendering	4.0	4.0	4.0	4.0	4.0		
Prepare presentation drawings	4.0	4.0	4.0	4.0	4.0		
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
Permit Application							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
Contract Documentation							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants							
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
Contract Administration							
Aware of OR observe a standard form of construction contract							
OTHER:							
Total:	8.0	8.0	8.0	8.0	8.0	0.0	40.0

NOTE:

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

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A valid reason or explanation is require for any day of absence, please write in the 'remark' blank below

Remark:

LOG SHEET -WEEK 4

Company Name	Empayar Perunding Sdn Bhd	Student	Mohd Hafizi Sidratul Muntaha
Supervising Architect	Mr. Kamil	Stu.No	0315470
Project 1	RTM Selangor - Office and Studio		
Site Location	Persiaran Raja Muda, Shah Alam		
Project 2			
Site Location			
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Schematic Design							
Sketching, 3D modeling and Rendering	4.0	4.0	4.0	4.0	4.0		
Prepare presentation drawings	4.0	4.0	4.0	4.0	4.0		
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
Permit Application							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
Contract Documentation							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants							
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
Contract Administration							
Aware of OR observe a standard form of construction contract							
OTHER:							
Total:	8.0	8.0	8.0	8.0	8.0	0.0	40.0

NOTE:

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

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Remark:

LOG SHEET -WEEK 5

Company Name	Empayar Perunding Sdn Bhd	Student	Mohd Hafizi Sidratul Muntaha
Supervising Architect	Mr. Kamil	Stu.No	0315470
Project 1	RTM Selangor - Office and Studio		
Site Location	Persiaran Raja Muda, Shah Alam		
Project 2			
Site Location			
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Schematic Design							
Sketching, 3D modeling and Rendering	4.0	4.0	4.0	4.0	4.0		
Prepare presentation drawings	4.0	4.0	4.0	4.0	4.0		
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
Permit Application							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
Contract Documentation							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants							
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
Contract Administration							
Aware of OR observe a standard form of construction contract							
OTHER:							
Total:	8.0	8.0	8.0	8.0	8.0	0.0	40.0

NOTE:

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

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Remark:

LOG SHEET -WEEK 6

Company Name	Empayar Perunding Sdn Bhd	Student	Mohd Hafizi Sidratul Muntaha
Supervising Architect	Mr. Kamil	Stu.No	0315470
Project 1	RTM Selangor - Office and Studio		
Site Location	Persiaran Raja Muda, Shah Alam		
Project 2			
Site Location			
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Schematic Design							
Sketching, 3D modeling and Rendering	4.0	4.0	4.0	4.0	4.0		
Prepare presentation drawings	4.0	4.0	4.0	4.0	4.0		
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
Permit Application							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
Contract Documentation							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants							
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
Contract Administration							
Aware of OR observe a standard form of construction contract							
OTHER:							
Total:	8.0	8.0	8.0	8.0	8.0	0.0	40.0

NOTE:

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

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Remark:

LOG SHEET -WEEK 7

Company Name	Empayar Perunding Sdn Bhd	Student	Mohd Hafizi Sidratul Muntaha
Supervising Architect	Mr. Kamil	Stu.No	0315470
Project 1	RTM Selangor - Office and Studio		
Site Location	Persiaran Raja Muda, Shah Alam		
Project 2			
Site Location			
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Schematic Design							
Sketching, 3D modeling and Rendering	4.0	4.0	4.0	4.0			
Prepare presentation drawings	4.0	4.0	4.0	4.0			
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
Permit Application							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
Contract Documentation							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants							
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
Contract Administration							
Aware of OR observe a standard form of construction contract							
OTHER:							
Total:	8.0	8.0	8.0	8.0	0.0	0.0	32.0

NOTE:

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

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Remark:

LOG SHEET -WEEK 8

Company Name	Empayar Perunding Sdn Bhd	Student	Mohd Hafizi Sidratul Muntaha
Supervising Architect	Mr. Kamil	Stu.No	0315470
Project 1	RTM Selangor - Office and Studio		
Site Location	Persiaran Raja Muda, Shah Alam		
Project 2			
Site Location			
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Schematic Design							
Sketching, 3D modeling and Rendering	2.0	2.0	2.0	2.0	2.0		
Prepare presentation drawings	2.0	2.0	2.0	2.0	2.0		
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
Permit Application							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
Contract Documentation							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and	4.0	4.0	4.0	4.0	4.0		
Participate or co-ordinate meetings with consultants							
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
Contract Administration							
Aware of OR observe a standard form of construction contract							
OTHER:							
Total:	8.0	8.0	8.0	8.0	8.0	0.0	40.0

NOTE:

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

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A valid reason or explanation is require for any day of absence, please write in the 'remark' blank below

Remark: