ARC2615 / ARC2613 / ARC2622 ARCHITECTURE INTERNSHIP LOG SHEETS AND REPORT



Student Details

Internship Company
Student Full Name
Stu.No
Home Address

Phone No. Home
Phone No. Mobile
Phone Software (Skype) / Overseas No.
Email

Empayar Perunding Sdn Bhd
Mohamad Hafizi Sidratul Muntaha
0315470
Lot 8, Jalan 28A, Cheras Baru, 56100 Kuala
Lumpur, Malaysia.

+603-42875452
+6012-3435452

VolP Software (Skype) / Overseas No.
Email

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

Lecturer Details			
Location	Name	Email	Office No.
East Malaysia Region	_		
Sarawak	lan Ng	AikSoon.Ng@taylors.edu.my	603-5629 5000
Sabah	lan 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 Siti Balkish Roslan Zahari Zubir Sateerah Hassan Ian Ng Aik Soon Keith Tan	PrinceFavis.lsip@taylors.edu.my SitiBalkish.Roslan@taylors.edu.my Zahari.Zubir@taylors.edu.my Sateerah.Hassan@taylors.edu.my AikSoon.Ng@taylors.edu.my KeithKayhin.tan@taylors.edu.my	603-5629 5395 603-5629 5000 603-5629 5000 603-5629 5620 603-5629 5000 603-5629 5252
Overseas (Skype) Brunei, Iran, Oman, Mauritius, Maldives, Sri Lanka	Prince Favis Isip	PrinceFavis.lsip@taylors.edu.my	603-56295395
Overseas (Skype/Visitation)	_		
Taiwan, China, Japan	Angus Lee Ching Hua	ChingHua.Lee@taylors.edu.my	603-56295251

Cover Page Page 1

ARC2615 / ARC2613 / ARC2622 ARCHITECTURE INTERNSHIP LOG SHEETS AND REPORT



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 submisson 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

Log Sheet Info Page 2

ARC2615 / ARC2613 / ARC2622 ARCHITECTURE INTERNSHIP LOG SHEETS AND REPORT



The Purpose of the Report

- 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:

- 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 submisson should be in PDF format, save as 'ARC2625 REPORT FILE JohnSmith0322555'

Report Info Page 3

^{*}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.



Company Name Supervising Architect	Mr. Kamil	Perunding		Student Stu.No	Mohd Hafi 0315470	izi Sidratul I	Muntaha
Project 1		ngor - Offic					
Site Location	Persiaran	Raja Muda	i, Snan Ala	ım			
Project 2							
Site Location							
Project 3							
Site Location	<u> </u>						
Charac	7			D AV			
Stages	Mon	Tues	Wed	DAY Thurs	Fri	Sat	Sun
Schematic Design	IVIOIT	1005	vveu	IIIuis	.}	Jai	Juli
Sketching, 3D modeling and		Y					
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	1				-7		
Aware of different local authorities	PH		0.5				
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co- ordinate, specialists	PH						
Participate in permit application	PH						
OTHER:							
Contract Documentation	İ	X	<u> </u>		.J	X	
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)

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Company Name Supervising Architect	Empayar F Mr. Kamil			Stu.No	0315470	zi Sidratul I	viantana
Project 1	RTM Selar						
Site Location	Persiaran I	Raja Muda	, Shah Ala	m			
Project 2							
Site Location							
Project 3							
Site Location							
Stages	T			DAY			
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Study and Measure	'						
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evaluations, programs and							
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Permit Application	1			1			
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			I				
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OTHER:							
Total:	8.0	8.0	8.0	8.0	8.0	0.0	40.0
NOTE:							

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)

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Company Name Supervising Architect	Empayar F Mr. Kamil			Student Stu.No	0315470	izi Sidratul I	viuritana
Project 1	RTM Selai						
Site Location	Persiaran	Raja Muda	i, Shah Ala	m			************
Project 2							
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Participate or co-ordinate meetings with consultants							
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Company Name Supervising Architect Project 1	Mr. Kamil	Perunding S		Student Stu.No lio	Mohd Haf 0315470	izi Sidratul I	Muntaha
Site Location		Raja Muda					
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Company Name Supervising Architect	Empayar F Mr. Kamil			Student Stu.No	0315470	zi Sidratul I	and
Project 1	RTM Selar						
Site Location	Persiaran	Raja Muda	, Snan Alai	m			
Project 2							
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Project 3							
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Stages	T			DAY			
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Rendering	4.0	4.0	4.0	4.0	4.0		
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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)

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Company Name Supervising Architect	Empayar F Mr. Kamil	······································		Student Stu.No	Mohd Hafi 0315470	zi Sidratul M	iuntaha
Project 1	RTM Selar						
Site Location	Persiaran I	Raja Muda	, Shah Ala	m			
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Prepare preliminary project evaluations, programs and feasibility studies OTHER:							
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Company Name Supervising Architect Project 1	Empayar Perunding Sdn Bhd Student Mohd Hafizi Sidratul Munta Mr. Kamil Stu.No 0315470 RTM Selangor - Office and Studio						Muntaha
Project 1 Site Location		ngor - Οπις Raja Muda					
Project 2	Persiaran	Kaja iviuua	, Shan Ala				
Site Location							
Project 3							
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Rendering	4.0	4.0	4.0	4.0			
Prepare presentation drawings	4.0	4.0	4.0	4.0			
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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							
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Prepare architectural drawings with regard to location,building elements, finishes, fittings and							
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A valid reason or explanation is rec	uire for any	day of abse	nce, please	write in the	'remark' blar	nk below	



Company Name Supervising Architect Project 1	Empayar Perunding Sdn Bhd Mr. Kamil RTM Selangor - Office and Stud			Student Stu.No	0315470	zi Sidratul M	.amana
Site Location	Persiaran	Raja Muda	, Shah Ala	m			
Project 2							
Site Location							
Project 3							
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Stages	Mon	Tues	Wed	DAY Thurs	Fri	Sat	Sun
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Sketching, 3D modeling and		Υ			Y		
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							
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Total:	8.0	8.0	8.0	8.0	8.0	0.0	40
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You might involve multiple projects	per week, re	ecord the pro	oject details 2, 31.5, 2	accordingly	(top of this	Log Sheet)	

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)

Remark:		