

The Manitoba Association of Landscape Architects

a component organization of the Canadian Society of Landscape Architects

Revision – January 2024

Experience Record Book INTERN EXPERIENCE SUMMARY

Start Date: _____

End Date: _____

In the review of the Intern's qualifications, all areas of experience will be considered. Interns are to complete this summary and include, in hours, the duration of each particular experience (NOTE: The total experience must equal 3600 hours)

Recommended Experience	Recommended Time	Total Time
SCHEMATIC DESIGN		
Gathering of background information	Minimum 600 hours Recommended 900 hours	
Site inventory and analysis		
Evaluation and interpretation of data		
Feasibility Studies		
Development program		
Concept sketches		
Study models		
Preliminary design drawings		
Preliminary cost estimates		
Presentation drawings		
Master planning		
SUBTOTAL		

DETAILED DESIGN		
Site Layout plan	Minimum 600 hours Recommended 900 hours	
Grading and drainage plan		
Planting plan		
Irrigation and lighting plans		
Landscape structures / Site features		
SUBTOTAL		

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Recommended Experience	Recommended Time	Total Time
CONSTRUCTION DOCUMENTATION		
Construction Drawings <ul style="list-style-type: none"> • Layout Plan • Grading Plan • Planting Plan • Construction Details 	Minimum 600 hours Recommended 900 hours	
Technical Specifications		
Contract Documents		
SUBTOTAL		

CONTRACT ADMINISTRATION		
Tender Evaluation / Contract Award	Minimum 300 hours Recommended 400 hours	
Site Instruction / Change Orders		
Project Management, Site Meetings, Inspections / Reports		
Progress payment claims, Holdbacks, Deficiencies		
Certificates of Completion and Acceptance		
SUBTOTAL		

OFFICE PRACTICE		
<ul style="list-style-type: none"> • Proposal preparation • Fee Calculation • Meetings / Client Contact • Office Correspondence 	Minimum 25 hours Recommended 50 hours	
SUBTOTAL		

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OTHER EXPERIENCE		
Subcategories to be created by Intern to accommodate various forms of landscape architectural practice. Refer to the Specialization list in the ERB Overview for examples.		
•	Minimum 375 hours Recommended 450 hours	
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SUBTOTAL		
TOTAL HOURS	3600 hours	

I declare that the above is a correct record of the Intern's experience for the period shown:

MALA Intern: _____

Professional Advisor: _____

Supervisor: _____

Date: _____