

**The Manitoba Association of Landscape Architects**  
a component organization of the Canadian Society of Landscape Architects  
Revision – January 2024

## Experience Record Book

### PRE-INTERN EXPERIENCE SUMMARY

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

In the review of the Pre-Intern’s qualifications, all areas of experience will be considered. Pre-Interns are to complete this summary and include, in hours, the duration of each particular experience (NOTE: The total experience must equal the Total Hours Required as shown in Table 2: Experience Record Book Hour Requirements as it relates to the Stream as directed to each Applicant by the Registration Board.)

Each Pre-Intern must meet the minimum requirement in at least two (2) of the following categories: Schematic Design, Detailed Design, Construction Documentation, and Contract Administration. Each Pre-Intern may not count hours above the maximum requirement in both the Office Practice and Other Experience Categories.

Recommended Experience	Recommended Time	Total Time
<b>SCHEMATIC DESIGN</b>		
Gathering of background information	<b>STREAM 2</b> Minimum 600 hours <b>STREAM 3</b> Minimum 1200 hours <b>STREAM 4</b> Minimum 1800 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		
<b>SUBTOTAL</b>		

<b>DETAILED DESIGN</b>		
Site Layout plan	<b>STREAM 2</b> Minimum 600 hours <b>STREAM 3</b> Minimum 1200 hours <b>STREAM 4</b> Minimum 1800 hours	
Grading and drainage plan		
Planting plan		
Irrigation and lighting plans		
Landscape structures / Site features		
<b>SUBTOTAL</b>		

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Recommended Experience	Recommended Time	Total Time
<b>CONSTRUCTION DOCUMENTATION</b>		
Construction Drawings <ul style="list-style-type: none"> <li>• Layout Plan</li> <li>• Grading Plan</li> <li>• Planting Plan</li> <li>• Construction Details</li> </ul>	STREAM 2 Minimum 600 hours STREAM 3 Minimum 1200 hours STREAM 4 Minimum 1800 hours	
Technical Specifications		
Contract Documents		
SUBTOTAL		

<b>CONTRACT ADMINISTRATION</b>		
Tender Evaluation / Contract Award	STREAM 2 Minimum 600 hours STREAM 3 Minimum 1200 hours STREAM 4 Minimum 1800 hours	
Site Instruction / Change Orders		
Project Management, Site Meetings, Inspections / Reports		
Progress payment claims, Holdbacks, Deficiencies		
Certificates of Completion and Acceptance		
SUBTOTAL		

<b>OFFICE PRACTICE</b>		
<ul style="list-style-type: none"> <li>• Proposal preparation</li> <li>• Fee Calculation</li> <li>• Meetings / Client Contact</li> <li>• Office Correspondence</li> </ul>	STREAM 2 Maximum 100 hours STREAM 3 Maximum 200 hours STREAM 4 Maximum 300 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.		
•	STREAM 2 Maximum 600 hours STREAM 3 Maximum 1200 hours STREAM 4 Maximum 1800 hours	
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SUBTOTAL		

<b>TOTAL HOURS</b>	STREAM 2 3,600 hours  STREAM 3 7,200 hours  STREAM 4 10,800 hours	
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I declare that the above is a correct record of the Intern's experience for the period shown:

MALA Intern: \_\_\_\_\_

Professional Advisor: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_