

DEPARTMENT OF INTERIOR ARCHITECTURE AND PRODUCT DESIGN
 INTERNSHIP JOURNAL ENTRY: SPACE PLANNING
 (submit this form MONTHLY)

Name: _____

Report for Month of (circle one) Jan Feb Mar Apr May Jun Jul

Section I. Work load this month:

Hours worked: week one _____
 week two _____
 week three _____
 week four _____
 week five _____

Section II Note the areas in which you have gained exposure this month:

	Little	Some	Considerable
a Research (type(s), i.e. materials, processes, etc.)	_____	_____	_____
b Problem analysis/programming	_____	_____	_____
c Schematic design (space planning, furniture, and equipment layout)	_____	_____	_____
d Environmental Systems (HVAC)	_____	_____	_____
e Graphic/presentation	_____	_____	_____
f Production of working drawings	_____	_____	_____
g Specification review or writing	_____	_____	_____
h Cost estimating/bid process	_____	_____	_____
i Checking shop drawings	_____	_____	_____
j On-site observation of work in progress	_____	_____	_____
k Post-occupancy evaluation	_____	_____	_____
l Contact with clients and/or client presentation	_____	_____	_____
m Attended professional meetings – intra-office	_____	_____	_____
n Contact with sales and/or manufacturer's reps	_____	_____	_____
o To what extent did you have responsibility for supervising or coordinating a particular project	_____	_____	_____

