

AR4421: THE ARCHITECTURE INTERNSHIP PROGRAMME

1 INTRODUCTION

The Architecture Internship Programme is essential to complement architectural education. Students who have enrolled for architecture initially go through the first three years of the Bachelor of Arts (Architecture) course. In their fourth year of study (equivalent to M.Arch Year 1 of the 2-year M.Arch course), students will be required to undergo 24 weeks of architecture internship under the guidance of the Department of Architecture.

The 24-week Architecture Internship Programme (AIP) is an attachment to a real-life working environment which will expose the students to a range of alternative experiences which cannot be taught in the university. It is hoped that such exposure will add to the learning process and maturity of the student when he or she embarks on the M.Arch course in NUS.

2 OBJECTIVES

The objective of the Architecture Internship Programme (AIP) is three-fold :

- (a) to offer students opportunities for exposure to real-life situations during the period of internship
- (b) to allow students time and opportunity to develop competence, awareness of professional responsibilities and maturity in the design process.
- (c) to develop a critical awareness of the state of the architecture profession and its future

3 LEARNING OUTCOMES

The benefits to be derived from internship will depend largely on the student. It is possible to arrange for a set of experiences from which, it is hoped, the students will learn and develop their knowledge, skills and abilities. The student will have an understanding of the architect's responsibilities to the profession and to society, beyond those of his/her immediate client. Most importantly, an awareness of the limits to personal competence and sufficient experience to not detract from the reputation of the profession and the community of architects at large. Competencies to be developed include :

- (a) improvement to operative abilities gained through full time employment in architectural practices and approved establishments
- (b) ethics and integrity in professional conduct requiring impartiality, reliability, autonomy in thinking, in compliance with authorities and in discharging architectural services regulated by the Board and prescribed by the Singapore Institute of Architect's Code of Conduct

- (c) effective communication of ideas and decisions in a media appropriate to the task at hand
- (d) exposure to and awareness of the various stages of design and building development and its documentation with relevant types of drawings and design information, including BIM modelling.
- (e) opportunities to explore construction details as a means to enhance design thinking
- (f) managing the project in aspects of timely coordination of consultant input and design, exercising due diligence,
- (g) legal framework and processes governing practice
- (h) practice structures, resource management, business planning, fee calculation, etc
- (i) duties of lead consultant in procurement and contract administration, claims, team interaction and galvanizing for effective output
- (j) exposure to the responsibility of professionals to the needs of the communities they design for and the complex relationships among the architect, client and other consultants
- (k) acquire a critical appraisal of the architecture profession and gain a deeper insight of the needs of the construction industry.

4 OPERATION OF THE PROGRAMME

4.1 Placement

Offices vary to a considerable degree in their attitude towards the Architecture Internship Programme (AIP). In principle they should subscribe to the undertakings listed in the documents.

AIP students are allotted the months of April and May to seek their own placement in architects' firms or other approved establishments, either through the Singapore Institute of Architects online portal or directly through the firms. They should consider the type of firm and the suitability for their intended internship experience. If the student fails to secure a placement by mid May, the Department shall assist to match the student with an architect firm before the internship programme commences in June. Design tutors may give advice to and counsel their students on the various aspects of the internship programme before they venture to seek placement for their internship.

An Introduction to the AIP will be given prior to students completing Year 3. It includes a talk by the Co-ordinator of the AIP and advice on placement and explanation on how to fill the log sheets.

Essentially, placement must satisfy the following category:

1. Singapore architect offices registered with the Board of Architects
2. Allied Professional Offices eg. Landscape Consultants, Government Authority/Statutory Board, approved design consultancy firms based in Singapore
3. Others but subject to approval by the Department

4.2 Duration and Quality of Experience

Students are generally advised to seek internship in the same office for the full required period of 24 weeks. The commencement of the AIP can take effect only after the student has successfully passed the B.Arch Year 3 examinations.

There will be two internship periods – the first from beginning of June to mid-November and the second from December (immediately after exam week) to end May of the same academic year, each period spanning 24 weeks each. A period of less than 24 continuous weeks in one firm is not acceptable for the purpose of the AIP. Students need to obtain approval from the Department if they wish to change firm.

The Department is concerned as much with the quality of experience as with its variety. Students should as far as possible, aim to use each task as an educational exercise to improve and advance their design knowledge and critical stance.

4.3 Allowance

The Department, in consultation with the Singapore Institute of Architects, jointly recommend a fixed allowance of SGD1500 per month payable to students successfully completing each month of internship.

The Department would also request that employers allow students one half day each week to return to NUS to attend educational activities.

4.4 Department Internship Advisors

Staff of the School who are members of the Architecture Internship Programme (AIP) Committee will act as Advisors on matters concerning the internship programme.

Each student will report to his/her Advisor after the first 4 weeks and again at the end of the internship period. The dates will be determined in consultation with their Advisors.

The Department Internship Advisors will meet the Office Internship Supervisors from the architects' firms after the first 4 weeks and again at the 20th week of the internship period to discuss and assess the performance of the students.

The internship programme shall carry **8 modular credits** in the BA(Arch) Year 4. Students are advised to take their internship seriously. It is the responsibility of the students to be in touch with their Advisors and have their monthly internship log sheets submitted monthly. Students are required to write and state the reasons if they are unable to do so.

Advisors shall collate and report to the AIP Coordinator when all log sheets, portfolios and reports have been submitted by students. The reports will confirm students' satisfactory completion or non-completion in fulfilling the AIP requirements and the grade awarded.

4.5 Office Internship Supervisors

Every architect firm who is committed to accept a student under this internship programme must assign an experienced architect (of not less than 3 years working experience) to act as the Office Internship Supervisor. The Office Internship Supervisor will be responsible for guiding the student to ensure that he be given the opportunity to gain a broad and as well as sufficiently in-depth experience of a range of professional activities. Each Office Internship Supervisor should not be responsible for more than 3 students.

Students should take the initiative to approach their Office Internship Supervisor or other experienced colleagues in the office should they require assistance in carrying out their duties. They are to remember that during the internship, they are members of the Architect firm and their status in the office is that of "employees" first, students second.

Students who are attached to an office of the Allied Professions or other establishments must be under the direct supervision of one of the following:

- a) a Registered Architect, or
- b) a Senior Management Person of the establishment approved by the Department of Architecture, NUS

4.6 Link with the Department

The status of an AIP student is similar to that of a full-time student. He will be allowed to keep his matriculation card. Arrangement has been made with the University for him to enjoy all the facilities normally available to full-time students.

AIP students are required to:

- (a) notify their Department Internship Advisors of the date of commencement of internship, name of the Architect firm and other details as spelt out in the attached form (Appendix A). Subsequent changes of such details must be reported using the form in Appendix A.
- (b) when necessary, attend meetings at the Department with their Advisors
- (c) compile and submit monthly the AIP Log sheets (Appendix B)

During the period of internship, Advisors will organize meetings with their students to discuss their progress and counsel students on matters concerning their internship. Students will be invited to attend Talks organized by the Department. Offices are kindly requested to assist by permitting internship students time to return to the Department to attend such activities.

4.7 Range of Professional Activities

Students should seek opportunities whenever possible to participate in or at least observe the following activities:

- (a) design and presentation drawings
- (b) site investigations, meeting with local authority officers
- (c) preparation of specifications, tender documents and construction drawings (exposure to BIM modelling would be useful)
- (d) meetings with contractors, quantity surveyors, structural engineers and other consultants
- (e) pre-contract job management, contract procedures, correspondence and reports
- (f) site visits, site meetings with members of the construction team(s)
- (g) office procedures and organization.

In the case of internship under category 2 & 3 employers, students should participate in similar activities and make critical observations on its process, management and architectural design and understanding of its peculiarities.

It is appreciated that in the short period, not all activities will be covered during training. However, the students are to make every effort to gain a broad experience. All this experience are to be recorded in their Log sheets and Report.

4.8 Record of Internship and Submission of Work

Students must submit to their Advisor **every month** the internship Log Sheet countersigned by their Office Internship Supervisors.

By Friday of Week 20 of the internship, students are required to submit to their Advisors items (a), (b) and (c) of the following with the Office Internship Supervisors' endorsement:

- (a) Monthly Internship Log Sheets (to date)
- (b) Portfolio of Drawings or related documentation (to date)
- (c) Office Internship Supervisor's Assessment (Appendix C) of their performance (to date).
- (d) Student's Report (Appendix D) and critical appraisal of their Internship experience (2000 words write-up)

At the end of Week 24 of the internship, students are required to submit item (d) together with the complete full set of (a), (b) and (c) to their Advisors.

The specific deadlines as follows:

Period of Internship	Latest date that students must commence internship to meet week 20 submission deadline	Absolute deadline for Week 20 deliverables
Semester 1 (June – December)	15 June 2018	9 Nov 2018
Semester 2 (December to May)	10 Dec 2018	26 April 2019

(a) Internship Log Sheets (Appendix B)

For the internship to be valid, all work must be entered in the log sheets. The purpose of the Internship Log Sheet is:

1. to provide details in terms of actual time spent and tasks accomplished on a particular project or activity
2. to make the Office Internship Supervisor aware of the range of work with which the student should be familiar – monthly log sheets are to be signed by the Office Supervisor
3. to provide a framework in which to record the internship

(b) Portfolio of Drawings or Related Documentation

The Portfolio should include drawings, reports and photographs of construction site progress and models as appropriate in which the student participated. It should also include short notes indicating the student's involvement in the project/s. The purpose is:

1. to illustrate the work executed
2. to give an insight into the nature and complexity of the projects handled.

The student should seek approval from his/her Office Internship Supervisor for the reproduction of all office documents.

Students are encouraged to keep a diary to supplement the internship log sheets and to help refresh their memory of events and assist them in writing their Internship Report.

The AIP Committee will, based on the above, make recommendations to the Department on the successful completion of the internship programme.

4.9 Government Requirements

(a) Central Provident Fund

CPF contributions are not required to be paid for M.Arch undergraduates undergoing the Architecture Internship Programme as they are technically still students of NUS.

5 OVERSEAS ARCHITECTURE INTERNSHIP

Students may seek internship experience by attachment to offices outside of Singapore. They must however bear in mind the problems regarding counselling and reporting of progress. When in doubt, they should consult their Department Internship Advisor.

Exposure and experience required of an AIP student as listed in this document apply to all internship students who do their internship overseas. Moreover, all those who apply to go overseas for the AIP are to make thorough investigations regarding the cost of living and allowance given by the firms. Such investigation should be done before they accept the placement so that they are sure that the allowance covers their cost of living etc. and they are prepared to undertake the internship offered overseas.

The Monthly Log sheets must be sent via email to their Advisors at the end of every 12 weeks. All requirements stated under section 4.8 must be submitted to their Advisors by latest week 24.

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