

Student Guidelines for Work Reports for the Faculty of Engineering, School of Architecture

1.0 The Purpose of the Work Report

The work report is intended to illustrate the understanding and experience that a co-op student has acquired during their employment. The report also provides the student with the opportunity to develop their graphic and writing skills, and to record their professional experience, aiding them in becoming a registered Architect. A good work report shows evidence of a student's experience, critical analysis, good organization, clarity and graphic ability. It enables the student to practice their skills of presentation, argument, and evaluation, and will assist them in their future job search. It will provide the student and faculty with a permanent record of the student's work.

2.0 Academic Requirements

2.1 Number

To graduate with an Honors Bachelors of Architectural Studies (pre Professional Architecture) degree a student must:

- Successfully complete four acceptable work reports
- Submit one report per term for the first four work terms

If a student does not secure work term employment, they may still submit a work report for credit. The faculty should first approve the topic.

2.2 Due Dates

Work reports are due in the School of Architecture office on the seventh day of classes. Reports submitted after the due date will not receive credit. In exceptional circumstances, the student may apply for an extension. To apply for an extension the student must:

- Apply to the School of Architecture office before the due date
- Demonstrate significant progress toward a completed work report
- Supply evidence to support the request

2.3 Evaluation

The work report will be evaluated as a professional document All Work Reports will be evaluated in the Faculty of Engineering, School of Architecture. Qualified university personnel will evaluate the students work report for:

- Appearance
- Organization

- Clarity
- Critical analysis
- Completeness

The marker will make suggestions for improvement and assign a grade of Credit or non-credit (re-submit)

The evaluation process will normally be completed within 5 weeks of the beginning or the term. The School of Architecture will announce the date when the student may pick up their evaluated report.

3.0 WORK REPORT TOPICS

Each Work Report will be specific to the level of work term.

3.1 Work Report One – Submitted after work term one (2A)

The report for work term one must be an up to date, hard copy, portfolio of the student's work. It must include examples of skills developed on your 2A work term.

An average portfolio contains 20-40 pages that cover approximately three to five separate projects. Do not include weak projects in your portfolio, if you have a strong project that was poorly executed, redo it. There should be nothing in your portfolio that you have to apologize for or explain. You should choose from among your good projects and your best projects, nothing should be filler.

3.1.1 General Format

The physical definition of your portfolio includes the method of page construction and binding system. It is important to keep in mind the need to keep a portfolio up to date. This requires the choice of a flexible format and consistent method of photographing or reproducing your work. Your portfolio should be designed to be frequently updated and reassembled.

The size of the pages and the final portfolio is of your choosing, however keep in mind that if you can't comfortably carry and view your portfolio, neither will anyone else. Also keep in mind that a small format requires tighter organization and reduction of drawings. Remember to never reduce a drawing so much that you can not read the notes or dimensions. The format can be vertical, horizontal or square. However you choose to organize the material it should be consistent. Never choose a format that requires the lay out some pages vertically and others horizontally. This would require the viewer to constantly twirl the portfolio around to read it and is awkward.

3.1.2 Labeling

Your portfolio should speak for itself. Text should be an integral part of it and labeling should include: title page with your name and ID number, table of contents, captions, resume, possibly a list of projects completed and/or a design statement.

3.1.3 Content

Analyze your portfolio objective(s) and keep in mind that you are preparing work to be judged by others. Sequencing is a complex issue, the first impression is as important as the last. Choose the very best work as the main supports, a strong piece of work should open the portfolio; another should support the middle of the presentation and another should close the portfolio. Devote the most space to your best work.

Most portfolios are project oriented, but you can add additional samples of particular kinds of work at the end if you want to show an area of special strength, such as sketches, watercolor, photography, and models. Over all choose a variety of samples from preliminary to finish renderings, to represent each project. Include conceptual drawings to show how your thinking evolved. Make sure you show a broad number of varied interests and aptitudes and skills (e.g. presentation/use of color, model making in wood/foam/cardstock, working drawings-both manual and computer, 3D imaging etc...). You should include work from your academic terms, work term(s) and/or other employment experience, and personal (out of school) projects.

3.1.4 Enclosing System

You may use either a commercially manufactured portfolio case or create a case using one of the traditional bookbinding systems (wire coil, sewn, hinged folder, three-ring). Loose plates are acceptable but must be packaged in a manner that keeps them together and should be clearly identified and numbered. In choosing an enclosing system, look for simple, stable, and sturdy construction. Pay particular attention to the sturdiness of the design and the materials if you are crafting your own case. It must be designed to endure use, and you must maintain it. A defective mechanism in the binder will irritate those who must open it, and denotes a lack of professionalism. Permanent binders are more suitable for a “dedicated” project that is unlikely to need updating or changing. And remember the package should not be more exciting than the contents.

3.1.5 Layout

The layout consists of designing the pages, sizing the images and placing them on the pages, designing the typography for the accompanying text, and creating text elements such as the title page, contents, and resume, and fine-tuning the sequencing or arrangement of pages within and between projects.

Your portfolio should have a standard “measure” or width for the material. You should design a grid, or underlying structure, this grid will help you to size and position the images in a coherent design and with some consistency throughout the portfolio. The grid should take into consideration the character of the images: some demand large-scale reproduction, others can be reproduced small. You may need to make a series of sketches working from thumbnail to full size “dummy” sheets on trace. Remember that the grid of a well-organized page should be essentially invisible, it should be a guide, not a straitjacket.

Your decisions about sizing the art or photographs and the treatment of them depend upon the amount of detail they contain and their dramatic impact on the page. You should match the reproduction technique to the artwork and decide what will work best for each image. For example, Photostats provide high contrast between black and white images but reproduce areas of gray tones or shading poorly.

You must clearly label your portfolio inside and out with your name, address, phone number, and ID number. Legibility is a primary concern for text elements. Text should work with graphic images and not compete with or obscure them.

Remember when sequencing your portfolio that there are two levels you need to consider the order and manner in which projects are presented and the transition between different projects, and the sequence of images within each project. One of the most common errors in portfolio design is failure to make it clear where one project leaves off and another begins. You may know the content of your own work so well that the transitions seem clear. But without effective signposts, what is obviously a new project to you may seem like a new view of the previous project to someone not familiar with your work. Sequence should have some logic or motivating force. You may want to show the evolution of a concept or you might begin with simple pieces and work up to more complex images, or move from exterior view to interior views, from close-up to long views, from detailed to overall, start with a simple black and white sketch, show the development and end with the solution etc. Search for a narrative principle conveyed in graphic terms. Keep in mind that sequence also implies progression in the design process from preliminary conceptual studies to full rendered illustrations and models. Is there a logical and interesting flow to the work with an engaging sequence of images?

3.1.6 Work Report One Evaluation

Work term one report submitted without a title page, updated resume, table of content, project and image labeling, and enclosing system will be returned immediately to the author for correction and resubmission. Also a minimum of three projects must be included as well as examples of work from your work term. Portfolios will not be graded until they meet the requirements specified in items 3.1.1 through 3.1.5 above.

3.2 Work Report Two - Submitted after work term two (2B)

This work term report is an account of what the student saw, did, and learned during the work term and a discussion of how the work term experience relates to the student's academic exposure to date in terms of either reinforcing or contradicting the academic exposure.

3.2.1 Work Term Report Length and Format

The work term report will be stapled, type-written and double-spaced and will contain the following components:

- (1) Title page (maximum one page) indicating the title of the report, the author's name and ID number, the author's affiliation during the work term, and the date.
- (2) Letter of transmittal (maximum one page), directed to The Director, School of Architecture, certifying that the report was prepared exclusively as a work term report and has not previously been considered for academic credit.
- (3) A summary (maximum one page) of the report summarizes the major points in the report and the major conclusions.
- (4) The analysis and discussion section of the report, which will not exceed five (5) 12 point font, type-written, double-line spaced pages with one inch margins all around. The analysis and discussion section will contain the following subsections:
 - (a) Identification of the office, its size, and the duties of the author during the work term.
 - (b) A description of the work experience focusing on the knowledge (tools), perspectives and the skills required for the job. This section should also contain a brief description of what the author learned during the work term.
 - (c) A listing of how the work term experience reinforced or contradicted what the author had been led to expect from the university experience. These differences can include: tools actually used, perspectives and attitudes. Please make specific reference to courses studied in previous term(s).
 - (d) A discussion and evaluation of the differences and similarities identified in step ©. The student may wish to include a commentary about how the university preparation was deficient or comment on interesting ideas discussed in the university setting that were, in the author's experience, not implemented in practice.
- (5) The report may contain additional pages for exhibits, graphics and bibliographies that the author may wish to present. However, this material must complement the analysis section by providing a basis for summary statements made in the analysis section and not simply used as a device to avoid the 5 page length limit.

3.2.2 Work Report Two Evaluation

Work term reports submitted without a title page or a letter of transmittal, or with an analysis section exceeding five pages, will be returned immediately to the author for correction and resubmission. Work term reports will not be graded until they meet the format specifications specified in items 1 through 4, above.

3.3 Work Report Three – Submitted after work term three (3A)

Work report three is an up to date electronic copy of your portfolio.

3.3.1 Guidelines

Following the guidelines for work report one, your portfolio is to be submitted either on a disc, CD-ROM, or on the Web. The portfolio must be up to date and include work from each previous academic and work term.

3.3.2 Work Report Three Evaluation

Portfolios submitted in a non-electronic format and without a title page, updated resume, table of content, project and image labeling, will be returned immediately to the author for correction and resubmission. A minimum of four projects must be included as well as examples of work from each previous work term.

3.4 Work report Four – Submitted after work term five (3B)

For your 3B work report you must record your work term experience in the Canadian Experience Record Book (CERB).

3.4.1 The Intern Architect Program

This is a profession wide, comprehensive program administered by the provincial associations of architecture. The internship program requires you to acquire judgment, skills, knowledge and a quest for learning and discipline that will serve you as an architect.

Under the Intern Architect Program the student is required to select a Mentor prior to recording your experience in the Canadian Experience Record Book. A Mentor is an architect, from outside the firm you are working in, with whom you regularly meet to

- review the quality and range of the practical experience you are gaining
- discuss career objectives
- discuss broader issues related to the architectural profession
- review the licensing process

You should look for a Mentor who is willing to make a commitment to assist you all the way through the Intern Architect Program (anywhere from 3 to 5 years), not just through your academic career. This CERB can be obtained by becoming a Students Associate of one of the provinces Intern Architect Program (IAP).

3.4.2 Work Term Four Evaluation

The Student must submit a copy of their “Canadian Experience Record Book: Experience Summary Form” signed by their employer and Mentor.

4.0 Supplementary Information

4.1 Typical Association Information

In Ontario the annual fee for a Student Associate is \$25.00 plus GST, and is valid for one year (you must be a Canadian Citizen or have permanent resident status). Upon acceptance of appointment as a Student Associate in the IAP, The student will require the IAP Manual detailing

the national standards and provincial requirements under the IAP. The manual also incorporates the Canadian Experience Record Book (CERB). There is a one time only charge of \$42.53 including GST, shipping and handling for the Intern Architect Program manual. This is the same manual which will be used when you graduate. And this form is the same Canada wide, and World wide.

4.1.2 Association Contact Information

Alberta Association of Architects

www.aaa.ab.ca

The Alberta Association of Architects

Duggan House

10515 Saskatchewan Drive

Edmonton, AB T6E 4S1

Phone: (780) 432-0224 Fax: (780) 439-1431

Architects' Association of New Brunswick

www.aanb.org

1 Pleasant Avenue, Unit A Sussex,

New Brunswick Canada E4E 1X2

Phone: (506)-433-5811 Fax: (506)-432-1122

Architectural Institute of British Columbia

www.aibc.bc.ca

100 - 440 Cambie Street

Vancouver, B.C. V6B 2N5

Phone: (604) 683-8588 Fax: (604) 683-8568

Manitoba Association of Architects

http://cad9.cadlab.umanitoba.ca/MAA/HOME_PAGE.html

Newfoundland Association of Architects

www.digitalscenery.com/NAA

P.O. Box 5204

St. John's, NF A1C 5V5

Phone: (709)-726-8550 Fax (709) 726-1549

Nova Scotia Association of Architects

www.nsaa.ns.ca

1361 Barrington Street

Halifax, Nova Scotia B3J 1Y9

Telephone: (902) 423-7607 Fax: (902) 425-7024

Ontario Association of Architects

www.oaa.on.ca

111 Moatfield Drive

Toronto, Ontario M3B 3L6

Phone: 416-449-6898 Fax:416-449-5756

Ordre Des Architectes du Quebec

www.oaq.com/00-00-bcd.html

1825, boul. René-Lévesque Ouest

Montréal, Québec H3H 1R4

Phone: (514) 937-6168 or 1-800-599-6168 Fax: (514) 933-0242

Royal Architectural Institute of Canada

www.raic.org

55 Murray Street Suite 330

Ottawa, ON K1N 5M3

Phone: (613) 241-3600 Fax: (613) 241-5750

Issued September 2001 – revised January 2007