

Directive for practice documents (PDF, A4 size)

General information on practice documents for professional experience

During the study, the student will compile practice document in which professional experience is documented. The results of the reporting procedure are an important tool for the professional experience coordinator, the heads of the study programmes and the assessors in order to assess (also in the interim period) the nature of the work, the practical situation and the individual development of a student both quantitatively and qualitatively. The criteria for these assessments, in terms of content, can be found in the external curriculum and the accompanying appendix 1: final qualifications.

The practice documents are submitted digitally as a PDF document via www.avbwerkt.nl. The PDF document must fulfil the following criteria:

- The size of the PDF document is **A4**.
- The number of pages **may not exceed 50 A4 pages**.
- The files may not exceed **15 MB**.
- All components of the practice documents must be submitted in **1 file**.

The professional experience is assessed in the spring each year. The deadline for submitting the practice document is announced each year, often the date is in mid-April.

The practice document contain the following components per year:

- **Cover page**
- **Practice forms of the current academic year, at least 1 per year**
Contain information about the workplace or workplaces, which makes a quantitative assessment of the professional experience possible
- **Assessment form of the previous academic year.**
- **Employer's declaration, at least 1 per year**
- **Curriculum Vitae**
- **Portfolio, information about the professional experience of the current academic year**
Information about the work carried out, which makes a quantitative assessment of the professional experience possible.
- **Practice report about the current academic year.**
A reflection on the professional experience and a personal development plan.
- **Information about the courses related to professional experience.**

The above-mentioned elements will be further explained in the following pages.
For several examples of practice document, please see www.avbwerkt.nl

You also use the practice document in the interim examinations T1, T2, T3 and T4 every year. Examiners can also ask for information on the practice during these interim examinations, in particular about the relationship between your professional experience and the internal curriculum.



The cover page of the practice document contains the following information:

PROFESSIONAL EXPERIENCE PRACTICE DOCUMENT

Name student

Degree programme

Academic year

Mentor (this is not the professional experience coordinator)

Student's address

Postcode

City

Telephone

Email

Date



ASSESSMENT FORM

The professional experience is assessed in the Spring each year. You will find the assessment form after the assessment as a PDF document in Alluris. You have to add the assessment form of the previous academic year to your practice documents.

First-year students have not done a practice assessment yet, therefore they do not have to add an assessment form to the practice documents.

PRACTICE FORMS

The practice forms are an obligatory part of the practice document. On the basis of the details that have been filled out on the practice form, a quantitative assessment will take place. This form contains, among other things, details about the working situation, the appointment and the position, the range of duties and the types of plans and projects.

You are also obliged to also fill out this form if you have your own firm. If you work as a freelancer, you have to fill out one form per client (employer).

Completing and submitting this form is a necessary part of the assessment of the professional experience and essential for the granting of the accompanying credits. In the event of not submitting this practice form, the right to credits for the academic year concerned is forfeited. The quantitative testing will be carried out by the professional experience coordinator.

At the beginning of each academic year and when changing employer, you should fill in a practice form. Have this signed by your employer/mentor, sign it yourself and send it by email as a PDF document to the Academy (anna.hengeveld@ahk.nl.) You should also add these forms to your digital practice document. The practice document must contain at least one practice form each year.

You will find an example of a blank practice form on the following page.

Practice form

Name student	
Degree programme	Architecture, Urbanism or Landscape architecture *
Year	1,2, 3 or 4 *
Address	
Postcode, city	
Email	
Telephone	

Employer's name	
Address	
Postcode, city	
Email	
Telephone	
Type of company	Architectural firm Urban planning firm Landscape architectural firm Municipality / province / central government Consultancy firm Engineering firm Interior architectural firm Own firm Other, namely... *
Date in employment	
Date of termination of employment**	
Terms of employment	Permanent, temporary .. months/year, internship, freelance *
Number of hours per week	
Size of company	< 7 employees 7-15 employees > 15 employees *
Memberships of company	BNA, BNS, BNI, ONRI, NVTL/BNT, other *
Position	
Work activities	
Supervision	Daily, weekly, monthly *
Independence	Small, average, large *
Supervision by	Name:
	Position:
Signature of mentor ***	
Name:	
Date:	
Student's signature	
Date:	
City:	

* Please fill in whatever applies

** Always fill out the end date of you contract, unless you have a permanent contract

*** This can be the employer, but can also be someone else, e.g. if you have your own practice or work as a freelancer.

Your mentor must fulfil the requirements that have been determined for this purpose in the external curriculum.

EMPLOYER'S DECLARATION

The employer's declaration is an obligatory part of the practice document and concerns all the projects of the student's work in practice. With this declaration the employer gives permission to the student to show their work in the practice portfolio and confirms that the student indeed participated in all of the projects that are shown. The practice document must contain at least one employer's declaration each year.

Below you will find an example of declaration. Please fill in all parts in blue.

(Date)

Undersigned:

..... *(name)*
..... *(function)*
..... *(name of office)*

Declares that the following projects that are mentioned in the practice log:

Project 1...
Project 2...
Etc....

Are projects of our office and*(student's name)* has permission to show them in the context of the practice assessment as part of studies at the Amsterdam Academy of Architecture. The shown projects will be seen by a committee of two assessors, the practice coordinator and possibly the head of the study department. The information shown will be handled as confidential and not shared with third parties.

The undersigned also declares that *(name employee/student)* has indeed carried out the work mentioned in the practice log.

.... *(place)*
.... *(name)*
.... *(signature)*

(office stamp)



CURRICULUM VITAE

This includes, among other things, study programmes and any possible work experience from before the Academy study.

This information serves as background information and gives a somewhat broader picture of the student.

PORTFOLIO. description of work per academic year

During the academic year, each student will maintain an overview of work carried out. This overview is primarily meant to enable students to obtain insight into their own development. It enables them to continually test their own functioning and to link this to the desired development and the requirements of the study programme as laid down in the external curriculum. The overview offers the professional experience coordinator the opportunity to measure the student's development in the interim period. The overview of work must be seen as a collection of materials and documents that provide evidence of the development underwent and the knowledge, skills and insights acquired.

Maximum 50 A4 pages per year

It is advisable to complete the practice document on both sides so that A3-size visuals can be displayed.

All work of the current academic year is added to the practice documents, in which the following information is given:

- Name of the project.
- The work carried out by the student.
- Role and responsibility of the student in the process/in the team.
- Number of days that was spent on the project.

Maximum 5 projects, which are relevant*, will be described in more detail and accompanied by visual material. The following information about these projects will be given:

- Name of the project.
- Role and responsibility of the student in the design/design process/team.
- Number of days that was spent on the project.
- Programme and location.
- Client.
- Project architect/designer.
- Size of the organisation project team.
- External contacts of the student in the team.
- In which phase work was carried out:

Professional qualification	Phase
5. Entrepreneurship	00 Assignment
	01 Initiative
	02 Project definition
6. Design	03 Structural design
	04 Preliminary design
	05 Final design
7. Preparation realisation phase	06 Technical Design
	07 Price and contract formation
8. Supervision, implementation and execution	08 Implementation-ready design
	09 Implementation/management

- Explanation of the work carried out.
- Relationship to the learning outcomes of the external curriculum: which professional qualifications and at which level have been achieved with the work carried out.
- Illustration with visual material. Out of this, a maximum of one A4 is devoted to the project as a whole, as an overview. The other images, drawings, photos, descriptions, and suchlike, show the work of the student during the project. It is, therefore, explicitly not about a project presentation of a firm, but about the **work that the student carried out** during the project.

* Relevant projects are those in which you, as student, made an interesting contribution and in which you carried out work that contributed to the acquisition of the professional qualifications, as described in appendix 1 of the external curriculum, the learning outcomes.

PROFESSIONAL EXPERIENCE REPORT

During the study, the student will be asked to write a report once a year on his professional practice, the study and, in particular, the link the student has made between his or her own professional practice and study. This report is added to the practice documents of the current academic year. The report fulfils a crucial role. Whereas the practice form and the description of the work carried out offer insight into the quantitative and qualitative nature of the work carried out, and offers the assessors the opportunity to assess the value of the work related to the learning outcomes of the external curriculum, the report above all gives the opportunity for reflection. The student shows the cohesion within the work, the cohesion between the professional experience and Academy, and the development in the work.

In essence, the report is directly related to the final qualifications that belong to the practice component. Please see the external curriculum.

This report is also meant to map out a plan of attack for the continuation of the study programme, linked to the intended developments in the professional practice. This personal development plan indicates at which point the student finds himself in his study at a given moment and which professional qualifications the student has yet to obtain or which professional qualifications he has obtained to an insufficient degree. The report is assessed as part of the practice document by an external committee once every year.

The report consists of a clearly readable text that is approximately 2 A4 pages long. The answers to the questions below are incorporated into that text.

Regarding the work described in the portfolio / the plans presented:

- Which discoveries/findings have you made while working on the plans?
- How is the client's request solved and are you satisfied with that solution? Is the solution simple, sound, innovative, daring or something similar? Or: why are you actually showing this plan?
- To what extent do you feel responsible for the total plan quality, the idea or concept, the details, the execution, the internal coordination and the external contacts respectively?
- To what extent were you able to act independently in various phases?
- What kind of insight do the plans give into the successful completion, from assignment to realisation, of a planning process?
- What type of insight do the plans give into the relationship between a client, or as the case may be, the programme set, and the social environment, the available money and the chosen architectural means.

And furthermore:

- Work is carried out at the Academy itself on your intellectual and artistic development by tackling your discipline (architecture, urbanism, landscape architecture) separately and seeing it within the context of other art forms, social questions etc. In practice, as a designer you must deal with clients, money, public participation, time, etc. How would you assess your skills in this regard?
- On which points related to your design and professional skills have you made progress?
- On which points have you not made progress, although you do actually want to? Does this workplace offer you the opportunity to develop those points?
- In general, do you believe that your workplace offers you enough interesting design assignments and development opportunities? If this is not the case, what do you envision?
- Can you work on topical issues at your workplace and can you work in a way whereby your disciplinary skills as architect, urban planner or landscape architect, are relevant?
- Is there cohesion between your practice work and your work at the Academy? Does one influence the other, or not?
- To what extent do you think you are able to properly solve an assignment from beginning to end as a designer? If that is not yet 'one hundred per cent' the case, what do you still need to do?



Information on courses and assignments related to practice

If you have taken a course that is important to your practice experience, you can note it on this page.

An assessment of one of practice modules, such as Design and Entrepreneurship, Learning to Present and Self-management, among other things, can be added here.