
Union Internationale des Architectes • International Union of Architects

Recommended Guidelines

for the

Policy on Practical Experience/Training/Internship

of the

UIA Accord On Recommended International Standards of Professionalism in Architectural Practice

April 1998

Revised December 10-12, 1998

Adopted June, 1999

Amended February, 2008 (Period of Practical Experience/Training/Internship)

Revised October 2010 (**DRAFT**)

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Accord Policy on Experience/Training/ Internship

The UIA Accord on Recommended International Standards of Professionalism in Architectural Practice Policy on Practical Experience/Training/Internship states:

That graduates of architecture will be required to have completed at least two years of acceptable experience/training/internship prior to registration/licensing/certification to practice as an architect (but with the objective of working towards three years) while allowing flexibility for equivalency.

The following Recommended Guidelines elaborate on the intent and practical application of this Policy.

Recommended Guidelines

1. OBJECTIVE OF RECOMMENDED GUIDELINES

The objective of these recommended guidelines is to:

- Encourage students and graduates of architecture to seek out and document a broad range of practical experience and/or training locally or internationally
- Provide a reference format for recording, reporting and validating practical experience/training as a prerequisite to registration/licensing/certification
- Encourage the development of structured Internship programs to support graduates of architecture in gaining professional competency prior to initial registration/licensing/certification
- Facilitate the transfer and acceptance of valid practical experience/training across jurisdictions
- Encourage mutual recognition of structured Internship programs among jurisdictions

2. PRACTICAL EXPERIENCE/TRAINING/INTERNSHIP AS A PREREQUISITE TO INITIAL REGISTRATION/LICENSING/CERTIFICATION

Though the knowledge and skills gained through formal education are foundational to the development of an architect, the level of professional competence necessary to practice independently requires practical experience and training beyond that obtained in the academic environment. The period between graduation from a professional degree program in architecture and initial registration/licensing/certification is referred to as Internship.

This Recommended Guideline identifies requirements for practical experience/training/internship as a prerequisite to initial registration/licensing/certification including the:

- Roles and responsibilities of participants
- Categories of practical experience/training
- Appropriate environments for gaining practical experience/training
- Minimum periods of practical experience/training
- Features of structured internship programs

3. ROLES AND RESPONSIBILITIES OF THE PARTICIPANTS

Ensuring quality in practical experience/training requires the participation of four key parties.

The Authority

The *Authority* is the body in a jurisdiction responsible for requiring practical experience/training/internship as a prerequisite to initial registration/licensing/certification.

The responsibilities of the *Authority* are to:

- Set specific requirements for practical experience/training/internship as a prerequisite to registration/licensing/certification
- Set standards and provide support to participants
- Provide timely and transparent vehicles to validate the practical experience
- Provide opportunities for gaining professional competence (seminars, professional development courses, literature) in addition to the practical experience
- Facilitate recognition of practical experience/training/internship gained in other jurisdictions

(Alternate terms for *Authority*: Architectural Association, Authority Having Jurisdiction, Licensing Body, Registration Board)

The Intern

The *Intern* is an individual in the process of gaining practical experience/training as a prerequisite to their initial registration/licensing/certification to practice as an Architect in a jurisdiction. The *Intern* must hold a recognized academic qualification in architecture (or equivalent) as determined by the *Authority*.

The responsibilities of the *Intern* are to:

- Endeavour to execute assigned tasks with diligence and a sense of inquiry
- Communicate regularly with those overseeing the practical experience
- Regularly record and report practical experience gained to their *Authority* in a timely manner and in the manner prescribed by the *Authority*
- Respect confidentiality of the employment situation, and discussions with those overseeing the practical experience

(Alternate terms for *Intern*: Intern Architect, Architectural Intern, Aspiring Architect, Architectural Graduate, Candidate, Aspirant)

The Supervisor

The *Supervisor* is the person under whose supervision the *Intern* gains practical experience. The *Supervisor* must have control over and detailed professional knowledge of the work being performed by the *Intern*.

The *Supervisor* is often the employer of the *Intern*, where this is not the case the *Supervisor* and the *Intern* must be employed by the same organization. Consequently the *Supervisor* may change with each work environment.

For much of the required practical experience the *Supervisor* must be an Architect registered/licensed/certified to practice Architecture in the jurisdiction where the practical experience is gained and where the *Intern* is enrolled in a structured Internship program. Under certain conditions the *Supervisor* may be an engineer, landscape architect, interior designer, planner, construction contractor or other specialist.

The responsibilities of the *Supervisor* are to:

- Have a general understanding of the objectives of the practical experience/training/internship requirements prescribed by the *Authority*
- Provide reasonable opportunities for the *Intern* to gain adequate practical experience

- Meet regularly with the *Intern* to review progress and verify the accuracy of the practical experience being recorded or reported (providing attestations as required by the *Authority*)
- Encourage and facilitate the *Intern's* participation in alternate/supplementary opportunities to gain professional competence

(Alternate terms for *Supervisor*: Employer, Employment Mentor, Architect, Project Architect, Director of Training)

The Mentor

The *Mentor* must be a licensed (or retired) Architect, but need not be currently registered/licensed/certified to practice in the jurisdiction where the *Intern* gains practical experience or where the *Intern* is enrolled in a structured Internship program. The *Mentor* must be professionally independent of the *Supervisor* or employer of the *Intern* and should be prepared to commit to advising the *Intern* throughout the practical experience period.

The responsibilities of the *Mentor* are to:

- Be available to the *Intern* for regular reviews of practical experience/training progress, discussion of career objectives, and broader issues related to the profession and the registration/licensing/certification process
- Suggest alternate opportunities to gain professional competence, including alternate employment situations
- Attest to the *Interns* completion of alternate opportunities to gain professional competence as accepted by the *Authority*
- Confer if needed with the *Supervisor(s)* regarding the *Intern's* progress

(Alternate terms for *Mentor*: Advisor, Counselor, Coach)

4. CATEGORIES OF PRACTICAL EXPERIENCE

The *Intern* must obtain practical experience/training in all areas of professional practice. These areas are summarized into five categories:

- Design and Design Documentation
- Construction Documentation
- Construction Contract Administration
- Project and Office Management
- Professional and Community Service

Recommended sub-categories, appropriate activities to be undertaken, and the competencies expected to be developed within each category are detailed in Appendix A – Knowledge, Skills and Tasks for Gaining Practical Experience/Training of this Recommended Guideline.

5. APPROPRIATE WORK ENVIRONMENTS

Practical experience is best obtained within an organization engaged in the comprehensive practice of architecture under the supervision of an Architect registered/licensed/certified to practice in that jurisdiction. At its optimum this environment will allow the *Intern* to follow a range of project types through all stages of development from inception to completion.

Practical experience in specific categories, for limited periods, may also be gained in other related work environments under the supervision of an individual qualified in that discipline if so approved by the *Authority*. These include:

- Specialty architectural firms not providing comprehensive architectural services or exposure to all categories of practical experience
- Environments supervised by an Architect licensed in a jurisdiction other than that where the practical experience is gained or where the *Intern* is enrolled in a structured Internship Program

- Building engineering firms under the supervision of a registered professional engineer
- Landscape architecture firms under the supervision of a registered landscape architect
- Interior design firms under the supervision of a qualified interior designer
- Specialty firms or organizations in planning, urban design, programming, building investigation and analysis, heritage conservation, code review, review of technical submissions, building technology, specification writing, construction cost estimation, or project management
- Construction firms

Unpaid work situations are invalid environments for gaining practical experience except in the category of Professional & Community Service.

Interns may also gain professional competence, and where accepted by the *Authority* practical experience credit through supplementary education activities including:

- Post-graduate (post-professional) degree studies and/or research and/or teaching
- Specialty certification (in related disciplines such as building codes, specification writing, sustainability, heritage preservation)
- Continuing Professional Development activities (lectures, courses, seminars, workshops)
- Self directed study, case studies or personal projects

6. PERIOD OF PRACTICAL EXPERIENCE/TRAINING

The *Intern* must complete two years (3740 hours) of practical experience in an architectural practice under the supervision of an architect registered/licensed/certified to practice in the jurisdiction where the experience is gained.

The *Intern* must also obtain professional competency in all the categories of practice identified in Section 4. This may be gained through practical experience in any work environment or any supplementary educational activity accepted by the *Authority*. The period over which this competency is to be gained is also two years (3740 hours) apportioned to each category approximately as follows:

Design and Documentation	30%	or	(1120 hours)
Construction Documentation	45%	or	(1685 hours)
Construction Contract Administration	15%	or	(560 hours)
Project and Office Management	8%	or	(300 hours)
Professional and Community Service	2%	or	(75 hours)

Requirements for both practical experience and professional competency must be completed and may be completed concurrently in a single two year period.

Authorities are encouraged to require a third year (1860 hours) of experience/training/internship prior to initial registration/licensing/certification. More discretion may be allowed in the third year including recognition of practical experience gained:

- In excess of the minimum required by category
- In environments not supervised by a registered/licensed/certified Architect
- In association with training/research/study related to the practice of architecture
- Prior to graduation from a professional degree program in Architecture
- In foreign jurisdictions

The provision for accepting experience gained prior to graduation should occur following completion of basic academic prerequisites and should not imply a reduction of the academic period referred to under the UIA Accord Education Policy.

Interns are encouraged to record their practical experience/training activities as they are obtained, review their progress with this *Supervisor* for approval and report it regularly to the *Authority*. The Model Record (Log Book) in Appendix B may be used if none is available from the *Authority*.

Authorities are encouraged to accept practical experience gained in other (foreign) jurisdictions for at least a portion of the required period. A Model for agreements between jurisdictions formally recognizing one year of practical experience gained in other jurisdictions can be found in Appendix C.

7. STRUCTURED INTERNSHIP PROGRAMS

Authorities are encouraged to develop and maintain structured Internship Programs to assist *Interns* on their path to becoming registered/licensed/certified architects.

A structured Internship Program should include methods and means to:

- Register *Interns* into the Program (including acceptance of academic qualifications, work environments, *Supervisors* and *Mentors*)
- Support *Interns* in gaining practical experience and professional competency
- Require timely recording, review, submission, approval and acceptance of Program requirements by participants
- Verify competency to practice as a pre-requisite to initial registration/licensing/certification through examination, interview or other appropriate means
- Maintain records of *Interns*' progress and completion of the Internship Program

Authorities are encouraged to recognize structured Internship Programs undertaken in other (foreign) jurisdictions. A Model for agreements between jurisdictions formally recognizing Internship Programs can be found in Appendix D.

8. APPENDICES TO THE GUIDELINE

Appendix A - Knowledge, Skills and Tasks for Gaining Practical Experience/Training

Appendix B - Model Record (Log Book)

Appendix C - Model Mutual Recognition Agreement for Practical Experience as a Pre-Requisite to Registration/Licensing/Certification

Appendix D - Model Mutual Recognition Agreement for structured Internship Programs as a Pre-Requisite to Registration/Licensing/Certification