

Faculty of EBET
Interior Design

Experiential Learning Manual and Logbook

DIP 3020 (Module A)
DIP 3030 (Module B)
DIP 3040 (Module C)



Select module:

DIP 3020(A) 1 st Year		DIP 3030 (B) 2 nd Year	X	DIP 3040 (C) 3 rd Year	
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Student Name	Student Number
Bianca Van Vuuren	225435888
Experiential learning period – Indicate Dates	Total number of days
03 / 07 /2023 to 25 / 07 /2023 Day / Month / Year Day / Month / Year	13

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1. THE WORK INTEGRATED LEARNING MODEL

The philosophy guiding this course is to provide profession-orientated training. To this end it is considered very important to provide the student with an opportunity to experience the real work-like environment on the one hand and on the other hand to allow future employers an opportunity to take part in the student's education. This is done in order to ensure that the Diploma's training becomes professional training in the true sense of the word.

It should therefore serve as an opportunity for students to apply and practice the knowledge gained during the first years of study while preparing for the fourth year and a future career.

The Diploma course is structured as follow:

Year 1	Semester 1	Semester 2
Computer Applications I Design Studies I Design Technology I Design Theory II Drawing for Design I • Presentation • Studio Work History of Art and Design I	DKP1010 DDS1001 DDT1001 DTE2001 Mod 1 - DFD1001 DFD1010 DHD1001	DKP1010 DDS1002 DDT1002 DTE2002 Mod 2 - DFD1002 DFD1010 DHD1002
Year 2	Semester 1	Semester 2
Design Technology II • Building Science • Construction Interior Design II Presentation Methods II • 2D CAD • 3D CAD Professional Design Practice I Office Management – Module I Office Management – Module I Design Theory III • Design Theory • History of Interior Design	Mod 1 - DDT2001 Mod 1 - DDT2011 DID2001 DPM2011 DOP3001 DTE3001 DTE3021	Mod 2 - DDT2002 Mod 2 - DDT2012 DID2002 DPM2012 DPD1000 DOP3002 DTE3002 DTE3022
Year 3	Semester 1	Semester 2
Design Technology III Interior Design III Presentation Methods III Office Practice III – Contract management Contemporary developments in Interior Design	DDT3001 DID3001 DPM3011 DOP3031 DPD3021	DDT3002 DID3002 DPM3012 DPD3022

Interior Design Practice III: Four weeks of experiential learning per academic year (12 weeks in total)

2. NOTES TO THE MENTOR

Thank you for agreeing to form part of this work integrated learning venture. To fulfill the requirements of the Diploma: Interior Design, a student must complete four weeks of experiential learning for every year of study under supervision of a qualified mentor.

Experiential learning is done by the student in order to gain insight in the work situation, which will reinforce the academic education. It is completed within the sphere of activities of an interior designer, or related activities within the scope of architecture.

In the course of the experiential learning, the student is also expected to maintain a logbook in which the work performed is recorded. The employer must confirm the details of the duties and work performed by the student and complete the questionnaire in order to rate the capability and skills of the student.

2.1 Scope of work

The ideal is to give the student experiential training in as many fields related to Interior Design as possible. This implies exposure to most, if not all, of the fields listed below. The minimum requirements are that a student must acquire an acceptable level of proficiency in at least three of the listed fields.

- Administration
 - Filing systems and procedures, documentation
- Presentation
 - Drawing and rendering of presentation material, model building, mounting and framing, brochures
- Technical drawing
 - Technical drawings of detailed interior elements
- Materials and samples
 - Material and sample boards
- Contact with the professional team
 - Contact with other members of the professional team within a project environment
- Site visits
 - Exposure to installations of interiors on site

2.2 Evaluation of experiential learning

The evaluation of the experiential learning is conducted by the mentor of the student for the duration of the employment. The student needs to obtain an acceptable level of proficiency in the experiential learning in order to pass the module.

2.3 Duties and responsibilities of the mentor

Included in this manual is a confidential questionnaire. Kindly complete and return directly to me. This questionnaire is your contribution to the evaluation process and any comments which you may wish to make along this line will be welcomed.

You are welcome to contact the Programme Leader: Interior Design at (041) 504-3499 or (041) 504-9928 should you have any questions or comments. Please also read the introduction to the Experiential Learning Logbook because it sets out our expectations concerning the students learning.

Could we kindly request that the employer includes a letter, on a company letterhead, to confirm the duties and activities of the student, as well as the duration of the employment.

While being fully aware of the difficulties involved in ensuring that the student will receive the correct experience, we appeal to you to make every effort in this regard. The exposure the student will be getting from the work they will perform for you will influence their performance during the subsequent years of study and their future career. It is also vitally important for the profession that we produce people with the highest possible standard of training in order to function effectively in the National and International Economies.

3. NOTES TO THE STUDENT

3.1 General

The experiential learning module forms part of the qualification requirements for the National Diploma: Interior Design. Students are required to work in the industry for a total of 12 weeks over the three years. Each respective year, a total of 4 weeks must be completed and documented in the logbook. This must be handed in and approved before the Diploma will be awarded after successfully completing the three years of study.

3.2 Registration for experiential learning

The total of 12 weeks is divided as follows:

- 1st year (4 weeks): DIP 3020 Module A
- 2nd year (4 weeks): DIP 3030 Module B
- 3rd year (4 weeks): DIP 3040 Module C

Students need to confirm registration for the Interior Design Practice modules for every year of study. Registration for each respective year is compulsory, as the 4-week period is documented in the logbook that needs to be completed by the employer and evaluated by the Department for a pass to achieve a successful completion of the Diploma.

3.3 Logbooks

Logbooks can be collected from the secretary of the Department. The employers are expected to complete part of the documentation. In addition, the student must keep a detailed diary of daily activities and duties performed at the company. This needs to be reflected in the logbook and signed by the employer. **It is also required that the employer includes a letter on a company letterhead, to confirm the duties and activities of the student, as well as the duration of the employment.** This is valuable in particular whether the student has been employed in an interior retail environment.

The last date for submission of logbooks is 20 January of the following year. Logbooks can be submitted with the secretary of the Department. This allows students to also work over the December – January period.

3.4 Scope of work and accepted employers

The aim of the experiential learning is to expose students from early on to the professional world. Direct interaction in the industry provides opportunities for students to become familiar with the type of work and pressures, business practices and ethic, and related aspects on a firsthand basis.

During the 1st year, students are allowed to work for any company that sells, manufactures or renders a service in the interior or architectural profession. Sales assistants are acceptable during this time, providing students develop an in depth understanding of the products or services. However, students are encouraged to find employment in an office environment, related to the field of interior design and architecture. The duties should then reflect this and a general assistant or tea person will not be accepted.

Students within the 2nd and 3rd years are expected to work for an interior design or architectural company. Only well-established interior designers and registered architects can qualify as employers. The scope of work produced by the student must be interior design related, and only administration of such projects can not be accepted.

Private work done by students cannot be accepted as part of the experiential learning requirement, unless it has been mentored under supervision of a well-established interior designer or registered architect. It is therefore necessary to also complete and submit the work as described in this booklet in order to pass.

Please remember that the emphasis is still on learning. Therefore, the quality of the work that you will perform during this period will influence your performance, not only during your remaining studies but also during your future career. The onus in terms of quality control does, as such, rest to a large degree on your shoulders. Not only should you strive toward performing any tasks given to you, in this light, but you should also ask your employer to give you the variety of tasks. It is also up to you to ensure that you get the correct type of training and not simply accept the first opportunity that presents itself. To this end please note that we insist that you spend at least 8 weeks in a design office.

If you are working for a large organization, they should appoint a specific person to act as your mentor, give this manual and logbook to the particular person to study at the outset. They must also correlate and confirm the information in the completed logbook and complete the questionnaire included in your logbook at the end of the year.

4. EXPERIENTIAL LEARNING LOGBOOK

The aim of this section is to serve as an up to date record, in the form of a diary or a logbook, of all the work performed by students during their period of experiential learning.

Apart from passing the prescribed examinations at the University, the successful completion of dependent upon a written statement, signed by the mentor to the effect that the candidate has received experiential learning in keeping with the objective of the course.

The requirements for the Diploma are 3 years University attendance including 12 weeks of experiential learning.

No rigid rules can be formulated regarding the type of training to be given, as different employers will provide training according to the facilities available within their normal range of activities. However, it is in the interest of the student and the profession that this training includes as many as possible of the fields listed in the attached schedule (page 3).

In general, it would be advantageous to the student to obtain experience in as many building types as possible, i.e.

- a) Residential
- b) Educational
- c) Religious
- d) Commercial
- e) Retail, etc

The objective is to obtain as broad an exposure as possible.

The student should see to it that this logbook is kept up to date on a regular basis during the experiential learning period. The document should be endorsed by a senior staff member of the firm and submitted to the University for evaluation once you have completed your training.

When applying for a Diploma, this document will finally serve as adequate proof of experiential learning. If your employer or the University is unhappy with the type, quality or nature of the work performed or the manner in which it was done, you may be asked to do an additional period of experiential learning before qualifying for your Diploma.

5. FILLING IN OF THE LOGBOOK

5.1 DATES

Reflect the starting and finishing dates of the time the student was involved with the particular project

5.2 DESCRIPTION OF WORK

Here the name of the project must be filled in first i.e House Botha. This must be followed by a summary of work performed and the days spent on doing so.

At the end of each page, add the number of days and give the total on the front cover.

6. EXAMPLE

DATES	DESCRIPTION OF WORK	DAYS
EXAMPLE FOR AN OFFICE ENVIRONMENT		
07.09.2006	HOUSE BOTHA Involved in preparing presentation material: rendering of plans	3 days
To 10.09.2006	Completed the sample board	1 day
31.09.2006	HOUSE BOTHA Sketch Plans submitted to council	½day
To	Detailed drawings of kitchen counters	2 days
02.10.2006	Filing of drawings	½day
EXAMPLE FOR A RETAIL ENVIRONMENT		
07.09.2006	NAME OF COMPANY (eg. TILING PE) Advising customers regarding tile selections	3 days
To 09.09.2006		
31.09.2006	TILING PE Performed administration regarding orders and deliveries	
		½day
	TOTAL DAYS	10½ DAYS

Mentor: _____ *Signature* _____ **University:** _____ *Signature* _____

SCHEDULE OF EXPERIENTIAL LEARNING

(Student to document the details)

COMPANY Blackhound Architecture & Rendering (OFFICE ENVIRONMENT)

DATES	DESCRIPTION OF WORK	DAYS
03.07.2023	BLACKHOUND ARCHITECTURE & RENDERING Meeting about project X	1/4 day
To	Start with moodboards (19) & design ideas on project X	3 3/4 days
	Attended site visit with Interior Designer & client - Site Plan, Bloomingdale	1/4 day
	Attended QS meeting for pricing of project Williams	1/4 day
	Presented moodboards & design ideas on project X	1/4 day
07.07.2023	Tweaking of moodboards on project X	1/4 day
10.07.2023	BLACKHOUND ARCHITECTURE & RENDERING Start designing & drawing up joinery on project X	4 1/4 days
To	Attended meeting with client on project Williams - presented 3D's & discuss budget	1/4 day
	Attended site visit/meeting with Architectural Technologists & client on developing restaurant project	1/4 day
14.07.2023	Attended discussion on developing restaurant project	1/4 day
17.07.2023	BLACKHOUND ARCHITECTURE & RENDERING Attended site visit with Interior Designer, client & Cecil Nurse - Site Plan	1/4 day
	Joinery drawings & designs on project X	3/4 day
19.07.2023 To 20.07.2023	BLACKHOUND ARCHITECTURE & RENDERING Joinery drawings & designs on project X	1 day
24.07.2023 To 25.07.2020	BLACKHOUND ARCHITECTURE & RENDERING Finalised completed joinery drawings, designs & moodboards on project X	1 day
TOTAL DAYS		13 days

Mentor: _____ **University:** _____

(Student to document the details)

COMPANY

[illegible]

Mentor: _____ **University:** _____

SCHEDULE OF EXPERIENTIAL LEARNING

(Student to document the details)

COMPANY

DATES	DESCRIPTION OF WORK	DAYS
	Blackhound Architecture & Rendering	
	TOTAL DAYS	

Mentor: _____ **University:** _____

(Student to document the details)

COMPANY

[illegible]

Mentor: _____ **University:** _____

CONFIDENTIAL QUESTIONNAIRE: OFFICE ENVIRONMENT

PLEASE COPY OR DETACH THIS QUESTIONNAIRE AND RETURN IT TO THE ADDRESS GIVEN BELOW

CONFIDENTIAL QUESTIONNAIRE REGARDING THE EXPERIENTIAL LEARNING OF

STUDENT NAME: Bianca Van Vuuren

DATES OF EMPLOYMENT:

FROM: 03.07.2023

TO: 25.07.2023

Please copy for completion by mentor who should mail it to:

Mrs. Lené Smit
Interior Design
Department of Architectural Technology and Interior Design.
School of Architecture
NELSON MANDELA UNIVERSITY
P.O. Box 77000
PORT ELIZABETH
6031

EVALUATION OF THE STUDENTS PERFORMANCE

Mark/Ring according to your opinion the quality of work performed.

Unsatisfactory; Satisfactory; Good; Excellent; Not Applicable

1.1 General Attributes

• Initiative	U	S	G	E	
• Human Relations	U	S	G	E	
• Diligence	U	S	G	E	
• Productivity	U	S	G	E	
• Communication Skills	U	S	G	E	
• Punctuality	U	S	G	E	

1.2 Types of Work Performed

• Investigations	U	S	G	E	NA
• Sketch plans	U	S	G	E	NA
• Municipal drawings	U	S	G	E	NA
• Detailing	U	S	G	E	NA
• Working Drawings	U	S	G	E	NA
• Models	U	S	G	E	NA
• Presentation material	U	S	G	E	NA

Other (Please define)

	U	S	G	E	NA
	U	S	G	E	NA
	U	S	G	E	NA

1.3 Reasons for unsatisfactory work performed

If, in your opinion, work is unsatisfactory, is it due to:

• a negative attitude toward employment in general	YES	NO
• a lack of interest in specific task	YES	NO
• a lack of self confidence	YES	NO
• uncertainty as to correct career path	YES	NO
• a lack of career orientated motivation	YES	NO
• the employee being lazy	YES	NO
• the degree of difficulty of the task allocated to the employee	YES	NO
• Other - please specify	YES	NO
•	YES	NO

1.4 Skills

How would you rate the student's skill in?

• Design	U	S	G	E	
• Draughtmanship	U	S	G	E	
• Presentation	U	S	G	E	
• Detailing	U	S	G	E	
• General communication	U	S	G	E	

1.5 In your opinion, do you think that the student has successfully completed this part of the curriculum?

YES

NO

1.6 Any comments regarding the student's learning and/or the University programme

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EMPLOYER DECLARATION

I hereby declare that the work reflected in this logbook was performed by the student concerned. I have also filled in the confidential questionnaire and have mailed it to the University.

NAME OF MENTOR : Hannes Gouws

ORGANIZATION : Blackhound Architecture & Rendering

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TEL. NO. : 072 799 9597

SIGNED :

DATE :

CONFIDENTIAL QUESTIONNAIRE: RETAIL ENVIRONMENT

**PLEASE COPY OR DETACH THIS QUESTIONNAIRE AND RETURN IT TO THE ADDRESS
GIVEN BELOW**

CONFIDENTIAL QUESTIONNAIRE REGARDING THE EXPERIENTIAL LEARNING OF

STUDENT NAME:

DATES OF EMPLOYMENT:

FROM:

TO:

Please copy for completion by mentor who should mail it to:

Mrs. Lené Smit
Interior Design
Department of Architectural Technology and Interior Design.
School of Architecture
NELSON MANDELA METROPOLITAN UNIVERSITY
P.O. Box 77000
PORT ELIZABETH
6031

EVALUATION OF THE STUDENTS PERFORMANCE

Mark/Ring according to your opinion the quality of work performed.

Unsatisfactory; Satisfactory; Good; Excellent; Not Applicable

1.2 General Attributes

• Initiative	U	S	G	E	
• Human Relations	U	S	G	E	
• Diligence	U	S	G	E	
• Productivity	U	S	G	E	
• Communication Skills	U	S	G	E	
• Punctuality	U	S	G	E	

1.2 Types of Work Performed

• Knowledge of products	U	S	G	E	NA
• Advising customers on products	U	S	G	E	NA
• Liaison with the public	U	S	G	E	NA
• Organizational skills	U	S	G	E	NA
• Administrative skills	U	S	G	E	NA

Other (Please define)

	U	S	G	E	NA
	U	S	G	E	NA
	U	S	G	E	NA

1.3 Reasons for unsatisfactory work performed

If, in your opinion, work is unsatisfactory, is it due to:

• a negative attitude toward employment in general	YES	NO
• a lack of interest in specific task	YES	NO
• a lack of self confidence	YES	NO
• uncertainty as to correct career path	YES	NO
• a lack of career orientated motivation	YES	NO
• the employee being lazy	YES	NO
• the degree of difficulty of the task allocated to the employee	YES	NO
• Other – please specify	YES	NO
•	YES	NO

1.4 In your opinion, do you think that the student has successfully completed this part of the curriculum?

YES

NO

1.5 Any comments regarding the students University learning / the University courses

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EMPLOYER DECLARATION

I hereby declare that the work reflected in this logbook was performed by the student concerned. I have also filled in the confidential questionnaire and have mailed it to the University.

NAME OF MENTOR :

ORGANIZATION :

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.....

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TEL. NO. :

SIGNED :

DATE :

ENDORSEMENT BY HEAD OF DEPARTMENT

The experiential learning reflected in this Logbook meets the minimum requirements for the Work Integrated Learning module(s) of the Diploma: Interior Design.

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Programme Leader: Interior Design

.....
Date