



DIRECTIONS FOR KEEPING A LOGBOOK.

You are free to determine the logbook format. A3 or A4 sizes are preferred. **Please set up your logbook as explained in these directions!**

Take care to upload your logbook and other necessary documents into your personal account **at least two weeks before your meeting with the committee**. Documents that are uploaded too close to the meeting can not be reviewed by the committee. Bring your logbook, drawings, sketches etc. to the meeting to show the committee. **Prepare well for this meeting, because time is limited.**

The logbook is a personal document, containing only work you have been involved in or have done yourself; sketches, drawings, photos, site visits, etc. Only work the Committee can verify, such as uploaded documents and the meeting, will be taken into account for the assessment of your professional traineeship. All your uploaded documents, especially contests and other confidential work, will be handled most confidentially. You could incorporate confidential work in a very low resolution. This way it won't be sharp, but the committee can take the work into consideration.

The logbook is all about a clear and concise way of communicating. Keep in mind that you can always explain your work in person!

SET UP

Organize your logbook by end terms instead of in chronological order. That means 24 'chapters'. For each end term describe in short the relevant project(s), what your part was and reflect on this. These projects should also be mentioned in your PPP. Note: you don't have to insert all the projects mentioned in your PPP, just select the most interesting ones! Make sure the project names correspond with those in your PPP.

Keep your logbook accurately and note briefly for each end term:

- project name
- short project description
- team size
- duration of that part of the project (date of beginning and end)
- your role and responsibilities
- extra documents you used if applicable
- reflection: What issues did you encounter and how did you deal with them, what did you learn, would you do it again this way or not? This is the most important part of each end term.

Illustrate this with **relevant** examples (pictures, renders, drawings, proposals, contracts etc of your own hand. Of course you can make sure sensitive details are not included. Make sure it is clear which picture belongs to which project!) Sketches, notes etc are also more than welcome. Everything to ensure your contribution is clear and the Committee gains insight in the **process**, this is not about end results. **Select** the images well and make sure you don't exceed **4 pages per end term or 24 MB for the entire document!**

The Committee also asks you to add a **timeline**. This could be the first page of your logbook.

Please include in the timeline:

- General information: your name, date of birth, important dates of education,
- Work experience chronologically: internship if applicable, graduation date and university, and start work as a professional Also include the date your mentor started coaching you.

Of course you should always include your own name, professional traineeship number and contact details. Also give some more information (size/department/team) on your place of work.

Please clearly indicate if you change jobs and note the name and details of the relevant contact person. In that case you should also write it in your timeline.

If you are self-employed, note the details of clients and explain the nature of commissions or contracts.

INFORMATION ABOUT YOUR MENTOR

Note the name and contact details of your mentor. You are free to change mentor, but only under certain conditions (see Article 13, Professional Traineeship Regulation). Include any changes in your timeline!

UPDATES FOR YOUR INTERIM OR FINAL MEETING

During your professional traineeship you will need to update your logbook. Do this in the original document, by way of **different colors or typography** so it is always clear what your updates are for the past period. Your development is what the Committee needs to be able to assess.