BA SINGLE HONOURS DEGREE BY DISTANCE LEARNING IN INTERIOR DESIGN

HANDBOOK FOR UNIT RB4: LOG BOOK

November 2006

Rhodec International/London Metropolitan University
1.0 INTRODUCTION

On any design course the use of a Log Book is vitally important to record progress and thought processes and to serve as a verbal and visual diary at both project and course level. Where the student is geographically remote from the teaching centre, its tutors and facilities, the Log Book becomes absolutely essential. It is the key means by which the student and the tutor communicate and is the only proof of the student’s application and work method.

Most of the time on this course will be spent in undertaking design or design-related tasks. The purpose of the Log Book is to provide the tutor with the means of examining your approach and method and to suggest, if necessary, how improvements to these aspects may be made.

Students and tutors need constantly to remind themselves that the design process rarely falls into neat patterns of activity and that there are many acceptable approaches towards the design solution. Furthermore, no two designers work exactly alike; the variability of your levels of personal skill in various design techniques will influence how you work because like all other designers, you will tend to work to your own strengths. Your own approach to problem solving and your particular philosophy regarding the meaning of design will determine your individuality as a designer.

The Log Book - perhaps one could alternatively refer to it as a personal design diary - is the one means in this distance-learning relationship of communicating the progression of student into designer. The Log Book is the substitute for the day-to-day discussions which would naturally take place between student and tutor on a direct contact course. It will of course be part sketch book too, because the designer thinks in images as well as words.

Both student and tutor will need to judge when segments or part segments of the document need to be passed to each other but clearly as a new thought develops or a key change in a project is reached, that exchange will occur.

2.0 REQUIREMENTS

The formal requirements for completion of the Log Book as a course element are stated in the Course Handbook on pages 21 and 22 and must be read in conjunction with these notes.

3.0 LOG BOOK FORMAT

Pro forma sheets which are self-explanatory follow on page 4 - 9. They are to be photocopied or computer-generated and used as necessary.

Sheets One and Two: Student Details.
These are to record personal data only at the start of your course.

Sheet Three: Record of Degree Course Progress.
This is for a running record of your course.
Sheet Four: Project Log Book Record Sheet.
This is for use to record the formal detail of a project as it progresses.

Sheet Five: Continuation Sheet for Project Log Book Record Sheet.
This sheet will be the most frequently used and is the basis of the written and visual
diary by which you will communicate with your tutor - and of course vice versa.

Sheet Six: Statement of Authorship.
You are required to sign this declaration before submitting the Log Book for its final
assessment.

4.0  CHECKLIST OF LOG BOOK CONTENTS

You should use the Log Book Record Sheets to provide a detailed record of your
planning and management of the project. The Course Handbook provides full details
of the unit aims and objectives; these instructions must be followed as the Log Book
is a fully assessed part of the Degree course.

Your Log Book Record Sheet must include the following:

4.1  A record of dates and hours worked for each element of the project;

4.2  A record of action initiated and taken, including issues arising;

4.3  A brief description of all project-related tasks undertaken;

4.4  A record to show how your thoughts have developed as the project
     progresses. Wherever possible, drawings, sketches, photographs, etc. should
     be used to illustrate how your ideas have developed;

4.5  A critical evaluation of all aspects of your design process;

4.6  A record of all tutor contacts, incorporating your tutor’s responses into the
     record.

Your Log Book can be maintained as an electronic record, sent as email attachments
to your tutor, or as a loose-leaf paper record; but it is your responsibility to ensure
that your tutor is regularly provided with updated records. The tutor will maintain a
record of all communications with you, building up a parallel record which will be used
by Rhodec and London Met to check your final submission. On completion of the
course you will be required to present your completed Log Book for assessment as
described in the Course Handbook (see pages 21 and 22).

5.0  RECOMMENDED READING

Goslett, D.  Professional practice of design (1983)  Batsford
LOG BOOK

Sheet One

DETAILS OF STUDENT

Title (Mr/Mrs/Ms/Other)
Surname
Other Names
Registration Number
Date of Birth
Nationality
Address

Tel*
Fax*
Email

*Include country code and area code

Signature

Affix a recent passport-sized photograph:
EXISTING EDUCATIONAL QUALIFICATIONS (including date of award)

(Continue on a separate Log Book sheet where necessary.)

PERSONAL PROFILE (A brief statement providing details of personal circumstances related to your studies and your reasons for undertaking the BA course. The profile is to assist your tutors, at a distance, to understand your personal motivation and interests, so that they can focus their attention on your personal needs.) Please list areas of specific interior design interest, eg. domestic; commercial (office); commercial (hotel); educational; leisure (sport/health); other. In addition please refer to your non-design interests.

(Continue on a separate Log Book sheet where necessary.)
Sheet Three

RECORD OF DEGREE COURSE PROGRESS

Date to start
RB1 Grade achieved ____________________________ Date

RB2 Grade achieved ____________________________ Date

RB3 Grade achieved ____________________________ Date

RB4 Grade achieved ____________________________ Date

Details of any referrals and recovery

(Continue on a separate Log Book sheet where necessary.)

Final Grade Recommended
Rhodec Signature
Final Grade Confirmed

External Examiner Signature

Degree Awarded

Date of Award
Sheet Four

PROJECT LOG BOOK RECORD SHEET

RB

Project Title and brief description

Tutor's signature confirming acceptance of brief

Date of acceptance

Details of any referral and recovery if appropriate

Tutor's signature confirming acceptance of RB on submission

Date of completion and submission
Project grade awarded
Date
Tutor signature
Log Book grade awarded
Date
Tutor signature
Attach proof of posting counterfoil here
Sheet Five

CONTINUATION SHEET FOR PROJECT LOG BOOK RECORD SHEET

LOG BOOK SHEET NUMBER

Student's name____________________________________Reg. No.

Project Number RB____ Project Title

Tutor's name

<table>
<thead>
<tr>
<th>DATE</th>
<th>RECORD OF PROGRESS</th>
<th>HOURS WORKED</th>
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STATEMENT OF AUTHORSHIP

Log Book (RB4)

I hereby do solemnly declare that:

The work presented in this Log Book has been carried out by me.

Except where specific reference is made, this Log Book contains no material, written, drawn or rendered by computer, which has been published elsewhere or extracted in whole or in part from a project by which I have qualified for or been awarded another degree or diploma.

No other person's work, either written, drawn or rendered by computer, has been used without due acknowledgement.

This Log Book has not been submitted for the award of any degree or diploma in any other tertiary institution.

The work I have presented does not breach any existing copyright.

I undertake to indemnify London Metropolitan University and Rhoc International against any loss or damage arising from breach of the foregoing obligations.

Signed

Name

Registration Number

Date