



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE

BOARD OF PROFESSIONAL LAND SURVEYORS

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711

WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)

EMAIL: [customerservice.dpr@delaware.gov](mailto:customerservice.dpr@delaware.gov)

## LOG OF INTERN EXPERIENCE INSTRUCTION SHEET

### When to Complete and Submit

The *Log of Intern Experience* will help you record your experience hours during your internship. Submit the completed Log when you apply for a Delaware Land Surveyor license. You may upload this complete form to **DELPROS**.

### Supervisory Changes

During the entire internship period, you, the intern, must practice under the supervision of a licensed Professional Land Surveyor who is actively practicing. If the supervisory relationship ends, **both** you and your supervisor must report the change to the Board office within 30 days.

### Explanation of Types of Experience

*Combined office and field experience* means multi-faceted experience in responsible charge of land surveying projects, performed under the direct supervision of a professional land surveyor in the active practice of land surveying. Office experience should also include applied familiarity with land development submittal and approval processes.

*Office experience* must include:

- technology relevant to civil drafting,
- mathematical calculations necessary for subdivision,
- boundary and right-of-way determinations,
- road, storm water, sediment and erosion control, **and**
- sewer design as well as the interpolation of field-run topographical data and the like

*Field experience* must include:

- time spent on site in responsible charge of inspecting, evaluating, and gathering relevant survey information.
- on-site supervision of and responsibility for field crew personnel while communicating and coordinating with a professional land surveyor and office staff

### Procedure

1. Complete a separate *Log of Intern Experience* for each supervisor who supervised your surveying intern experience. You may need more than one page for all experience supervised by the same supervisor. Do not mix intern experience supervised by different supervisors on the same page.
2. On **each** page, enter the following:
  - Your name as the applicant
  - Name of the *supervising* Professional Land Surveyor for all intern experience listed on the page
  - *Supervising* Professional Land Surveyor license number
  - Page number (e.g., 1 of 1, 2 of 3)
  - The *From* and *To* dates of your internship experience under that supervisor
  - Check if combined office and field experience
  - *Supervising* Professional Land Surveyor initials
  - Your initials as the applicant
3. You and the supervising Professional Land Surveyor must sign the form. If you complete more than one page for the same supervisor, you and the supervising Professional Land Surveyor must sign each page.



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<b>Applicant/Intern Name:</b>				Page # _____ of _____ for this Intern Experience supervision log	
<b>Supervising Professional Land Surveyor Name:</b>					
<b>Supervising Professional Land Surveyor License #:</b>					
<b>FROM DATE: (month/day/year)</b>	<b>TO DATE: (month/day/year)</b>	<b>TOTAL HOURS WORKED:</b>	<b>Combined Office and Field Experience</b>	<b>Supervisor Initials</b>	<b>Applicant/Intern Initials</b>
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		

**Applicant/Intern Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**Supervising Professional Land Surveyor Signature:** \_\_\_\_\_

Date: \_\_\_\_\_