



Dear Supervisor,

Bilkent University, Department of Architecture greatly values the synthesis of theoretical studies with practical training. As a result of this concern, the students are required to participate in an internship program at the end of the third year of our educational program.

ARCH 390 Summer Practice II aims to provide students with experience in architectural offices, insights into project development, and project management by making them directly participate and observe office activities. The minimum time for this summer practice is one month (for example June 10 – July 10). It is very important for the students to monitor different work processes as a part of their summer internship. Specifically, students are expected to understand:

- Organization of architectural offices
- Project scheduling and management (division of labor, interaction with other disciplines, etc.)
- Architectural representation techniques (drawing, visualization, model-making, etc.)

According to the Law no. 5510 "Social Security and General Health Insurance," a statement of employment will be issued and the premium of the "Insurance of Occupational Accidents and Professional Diseases" will be paid by the university. For this purpose, students should submit their "Letter of Acceptance" to us at least 20 days before the commencement day of the summer practice.

Students are required to maintain a diary, which record their daily tasks and specific involvement with activities. We request that you review and validate the student's daily diary entries and sign it on a weekly basis.

Furthermore, the student must submit a report, upon completion of the work term. We request that you support the student by providing documents for inclusion in her/his report.

Finally, we kindly request your evaluation of the student's performance upon completion of the work term. A copy of the form, Performance Review will be provided to you by the student. Please return the signed Performance Review by mail, marked "Confidential" to the Department, within a week after completion of the Summer Practice.

I thank you in advance for your invaluable contributions,

Kind Regards,

Assoc. Prof. Dr. Meltem Gürel  
Chair

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