



BILKENT UNIVERSITY
FACULTY OF ART, DESIGN AND ARCHITECTURE
DEPARTMENT OF ARCHITECTURE

ARCH 390 SUMMER PRACTICE II

SUMMER PRACTICE II REPORT

CONTENT AND FORMAT REQUIREMENTS

As a part of your summer practice, you are required to submit a Summer Practice Report. The report and the diary shall be in English. The requirements related to the report are listed below.

Content Requirements

You must structure the content of your report in the following manner:

The Title Page

Table of Contents

Section 1. Introduction

Section 2. Body of the Report

2.1 Project Scheduling and Management (general information about projects, division of labor, interaction with other disciplines, etc.)

2.2 Description of Daily Work

2.3 Architectural Representation Techniques Used in the Office (drawing, visualization, model-making, etc.)

Section 3. Conclusion

Appendix (Additional graphic documentation and your diary)

Title Page

The title page of the report shall contain the following information:

ARCH 390 Summer Practice II Report

Your name

Advisor's Name

Company's Name

Date of Summer Practice

Table of Contents

The table of contents shall list the content of the body of the report with the corresponding page numbers.

Section 1. Introduction

This section should begin with a brief description of the company, its history, size, staff, past projects and any other pertinent information. The complete record of the body of your work, as outlined in your Diary, shall form the basis of Section 2 and Section 3 of your report.

Section 2. Body of the Report

Section 2 gives specific information about the architectural projects, project scheduling/management, detailed and informative description of the daily work, and information about the representation techniques used in the office. The focus should be on the description of

daily work and what you have learned by participating in it.

Your Diary entries will help refresh your memory in documenting the degree of your involvement, many specific activities and any other special tasks performed by you.

Since your exposure to these aspects of company practice depend totally on the level of involvement and degree of tutoring afforded to you, by the particular company in which you performed your summer practice, great variations may be expected, and will be taken into consideration when evaluating your report.

Your Diary entries, however, do indicate the degree of your validated involvement, and will, therefore, be consulted while evaluating the accuracy and completeness of the Summer Practice Report.

You are encouraged to include graphic information as figures in Section 2 of your report, where needed. However, you are advised to be selective and choose only appropriate examples of graphic documentation for inclusion in the body of your report. If you include a figure, your text should refer to it. Your figures should be numbered and labeled with a proper caption as explained in the "Notes on the Style" section below.

Section 3. Conclusion

In the conclusion section, you shall address, in general terms, the experience you gained through the practical training and observations during your internship.

The Appendix

The Appendix shall consist of the additional graphic documentation and your diary. Additional graphic documentation may include sketches, details, drawings, photographs, short-form specifications, or any other contract documents you may wish to include.

The Diary

The Diary will express your summer practice experiences in a more personal way through your handwriting, sketches, details, doodles, and the like. Here, you should include your observations, opinions, etc. on a daily basis during your internship. The diary can be written in an informal tone.

The contents shall be on A4 sheets stapled together and be submitted with the report.

Notes on the Style

Your summer practice report is expected to be a well-written piece of formal academic writing. You are advised to use clear and concise sentences and aim for perfection in your grammar and spelling.

If you use any external resources for your report, these should be cited in the text (where they are used) in the author-date format; for example: (Emmitt, 2014). All the references should be alphabetically listed in the "References" section after the Conclusion. You should use the APA style for referencing.

Example: Emmitt, S. (2014). Design management for architects. John Wiley & Sons.

Your figures should be numbered and labeled with a proper caption (for example: Figure 1. Structural layout of the building). The figure number and the caption should be placed below the figure.

Format Requirements

The body of the report shall be at least 8 pages in length (without the figures), A-4 format.

Page margins shall be set at 2.5 cm at top, bottom, left and right.

Headers shall be point size 12, and bold.

The Main Body of the Report shall be typed using point size 10.

Text lines shall be double-spaced.

Pages shall be numbered consecutively, starting with Section 1 Introduction, but excluding the Appendix.

Notes on Plagiarism and Copyright Issues

Plagiarism

You are advised and strongly warned not to enhance any aspects of your report, either with activities not actually performed by you, or by inclusion of text from other sources. Information gathered from various industry sources may, of course, be quoted directly, providing you properly acknowledge and identify its source.

All observations and comments offered in your report must be totally authored by you, even if you perform your Summer Practice with other students of your department in the same company.

Bilkent University considers plagiarism a serious offence, resulting in severe disciplinary action.

Copying of Documents

You are reminded to ask permission, before copying or collecting any office documents which you intend to submit in your report.

You are also strongly advised to collect any desired graphic documentation throughout your work term, not at the last minute.

Meeting these requirements does not guarantee that you pass the course. Your advisor has all the rights to recommend revisions to your report and fail you if the revisions are not made properly.