



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

ARCH 390 SUMMER PRACTICE II COURSE INTRODUCTION

Objectives

This course aims to provide students with necessary experience in architectural offices, insights into project development, and project management by making them directly participate and observe office activities. 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.)

Duration

The duration for the summer practice should be 1 month (for example: 01.06.201X – 01.07.201X or 23.06.201X – 23.07.201X). This period cannot coincide with the academic calendar, including the final exam period and/or summer school.

Steps to follow:

1. First, identify an appropriate company. Prior to your interview with the company, print the two documents listed below from the architecture department's web site:
(<http://arch.bilkent.edu.tr/internship.html>)
 - Letter of Introduction
 - Letter of Acceptance

These two documents should be submitted to the company during the interview. Upon a successful interview, the company will confirm their acceptance of the terms of the summer practice, by signing the *Letter of Acceptance*. (They can keep the Letter of Introduction)

2. Upon your acceptance, the *Letter of Acceptance* that is **signed and stamped** by the company should be taken to your advisor for his/her approval signature. You should submit the *Letter of Acceptance* to your advisor **at least 20 days before the start of your summer practice AND by latest June 15**.
3. Once the summer internship starts, *Performance Review Form* (Staj Değerlendirme Formu) that can be downloaded from the department's web site should be submitted to the company for a senior member of the company to evaluate you during your internship. By the end of your internship, the company should send the signed *Performance Review Form* to the Department of Architecture **by mail**. Please remind the company to send this document **within one week** after your internship is over.
4. Then, you should register to *ARCH 390 Summer Practice II* in the coming fall semester. You will submit the summer practice report to the department on the due date which is **two weeks from the last day of the Add-Drop period**.

Deliverables for Summer Practice II Report

- You are required to submit a written report, outlining your experience and knowledge gained through the practical training throughout the summer practice. Content and format requirements of this report are outlined in detail in *Report Content and Format*, found on the department's web site.
- Graphic Documentation, such as sketches, drawings, photographs and any other pertinent materials, such as details and short-form specifications, shall be included in the body of your report. Therefore, you are strongly advised to collect this information on an on-going basis throughout your summer practice.
- Throughout your internship, you are required to maintain a diary. You are advised to record your tasks and duties, activities, specific involvement in the activities and your experiences regularly, during the internship period. The language in the submitted diary should be **English**. However, it can have an informal language, including notes and sketches. The diary must be handwritten and all information must be recorded daily. This diary shall be submitted as part of the submission of the report, as an Appendix. **A senior member of the company should review the diary and verify the accuracy of the entries, by signing it weekly.**

Course Evaluation

- ARCH 390 Summer Practice II course will be evaluated as Satisfactory or Unsatisfactory.
- The evaluation will base upon your written report, the diary entries validated weekly by a senior member of the company, as well as the performance review form sent to the department by the company.
- A poor report will be returned to you by your advisor, for revisions and/or rewriting. An overall poor performance will be deemed as **Unsatisfactory**, and shall require you to repeat the course.
- Anyone who fails to receive a satisfactory standing shall be required to repeat the internship in the following summer.