



COURSE INTRODUCTION

Objectives and Duration

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.)

The minimum duration for this practice is 1 month (for example: 01.06.201X – 01.07.201X or 23.06.201X – 23.07.201X).

Summer Internship period should not coincide with Summer School.

Implementation Steps for Students

1. First, you shall identify an appropriate company. Prior to your interview with the company, you are required to print the following documents from the web site:
 - Letter of Introduction
 - Letter of Acceptance
2. Letter of Introduction and Letter of Acceptance shall be delivered to the company of your choice. Upon a successful interview, the placing company will confirm their acceptance of the terms of the summer practice, by signing the Letter of Acceptance.
3. Upon your acceptance, the Letter of Acceptance that is signed and stamped by the company will be returned to your advisor for his/her approval signature. You should submit the Letter of Acceptance to your advisor **before June 15** and **at least 20 days before the start of your summer practice**.
4. After submission of the Letter of Acceptance to your advisor, you will be given the Performance Review (Staj Değerlendirme Formu). The Performance Review shall now be delivered to the company. Please remind the company to return the signed Performance Review to the Department by mail, **within a week of your completion of the Summer Practice**.
5. You shall register to the ARCH 390 Summer Practice II in the Fall Semester following your summer practice. You shall submit the Summer Practice II Report with its appendices to your advisor before the due date which is **the last day of the Add-Drop period**.

Deliverables

Summer Practice II Report

You are required to submit a written report, outlining your experience gained through practical training throughout the summer practice.

Content and format requirements of this report are outlined in detail in Content and Format Requirements of Summer Practice II Report.

Graphic Documentation

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.

Diary

Throughout your internship, you are required to maintain a Diary. You shall itemize regularly your tasks and duties, activities and specific involvement in the activities of that company.

The Diary must be handwritten and all information must be recorded daily.

A senior member of the company shall review your Diary and verify the accuracy of your entries, by signing it weekly.

This Diary shall be submitted to the Department, as part of the submission of your Summer Practice II Report, as an Appendix.

Performance Review

Please remember that your performance, throughout your summer practice placement, shall be reviewed by a senior member of the company, and, that this Performance Review (Staj Değerlendirme Formu) shall be taken into consideration in evaluating your overall Summer Practice II performance.

Course Evaluation

The ARCH 390 Summer Practice II course shall be evaluated as Satisfactory or Unsatisfactory.

The Department shall base the evaluation upon your Diary entries, validated weekly by a senior member of the company, as well as the Performance Review, submitted by your supervisor of the company, and your written report.

A generally poor report shall be returned to you by your advisor, for revisions and/or rewriting. A generally poor overall performance shall be deemed Unsatisfactory, and shall require you to repeat the course.

Unsatisfactory Standing

Anyone who fails to receive a satisfactory standing shall be required to repeat Summer Practice II in the following summer.