



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

**ARCH 390 SUMMER PRACTICE II OFFICE INTERNSHIP / COURSE  
INTRODUCTION DOCUMENT**

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 and complete their ARCH 390 \_ Summer Practice II Office Internship requirement , 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.)
- Team work, collaborative project development and design data productions

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 internship. A copy of the form, Performance Review provided in attachment ,is required to be filled by the supervisor of the student on behalf of your company. Please return the signed Performance Review by one of the options given at the end of the document, within **two weeks** after completion of the internship period.

I thank you in advance for your invaluable contributions,

Kind Regards,

Assoc. Prof. Dr. Burcu Şenyapılı Özcan  
Department Chair

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### INTERNSHIP PERFORMANCE REVIEW FORM SENDING OPTIONS:

Option 1_ by mail	Option 2_ by email	Option 3_ sending with the student
<p>In this option, the form should be posted to the address below:</p> <p><i>Bilkent Üniversitesi Güzel Sanatlar, Tasarım ve Mimarlık Fakültesi, Mimarlık Bölümü 06800 Bilkent, Ankara</i></p> <p><i>Tel: (+90) 312 290 3463</i></p>	<p>In this option, the evaluation form can be sent via email- only if the authorized supervisor send the form from his/her official company email. Related e mail address is stated below :</p> <p><a href="mailto:archintern@bilkent.edu.tr">archintern@bilkent.edu.tr</a></p>	<p>In this option, the supervisor may send the form with the student , if and only if the evaluation has been placed within an envelope sealed and signed. Student is responsible from the successful submission of the form to the department</p>

#### Attachments:

Attc.1: Internship Application Form

Attc.2: Internship Performance Review Form