

ARCH 290 Summer Practice I

ARHC 390 Summer Practice II

FREQUENTLY ASKED QUESTIONS_R4

Can we have our internship conflicting with the school days?

1. *Internship program should not conflict with any school day. The days should be arranged so that the internship should start after the last day of the finals and end before the first day of the next semester. It is not allowed for the students to have their summer practice during the summer school, if they are enrolled to any course.*

Is it allowed to complete both of the internships (Arch 290 & Arch 390) at the same summer period?

2. *Yes, as long as the time, date and other requirements of the program has been fulfilled, it is allowed to complete both of the internships in the same summer period.*

I am planning to extend and continue my internship after the obligatory period of one month? Will the school be continuing to cover my insurance?

3. *School is primarily responsible to cover the insurance within the determined and approved dates with reference to obligatory internship period of 1 month. Both the companies as well as the students themselves are responsible from the legal procedures, when deciding to continue their internships.*
If the students want to extend their internships voluntarily, they have to inform their advisors, the internship coordinator and the department in advance with an application form for voluntary internship. Only then the university may continue to cover the insurance for this extra period of voluntary internship.

For the internships that are conducted abroad, does the university cover the insurance?

4. *University is responsible to make insurance just for the internships conducted in Turkey. International internship procedures and administrative requirements are changing according to each country, so students should correspond with the companies and agree on the conditions and cover their insurance abroad by themselves.*

I am planning to complete my ARCH 290 summer practice in one of the abroad construction sites of a Turkish construction company. Does the University cover my insurance for that abroad construction site practice?

5. *No. University is covering only the insurances that are completed for construction sites or offices located in Turkey. Since international internship procedures and administrative requirements are changing according to each country, students should correspond with the companies and agree on the conditions and cover their insurance abroad themselves.*

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- Do we have to fill the internship diary (log) in pencil or pen?
6. *There is not a specific requirement for this issue; if the content and the format is appropriate to what has been required in the related document. You can complete your diary either in pencil or pen.*
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- Do we need to make each page of the diary stamped / signed for approval?
7. *Yes. You need to have initials (or signature) and stamp of the company on each page of the diary displaying the approval of the supervisor.*
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- When can we have insurance documents from the department?
8. *The insurance documents will be ready in the department secretary one week before the start of the student's summer practice.*
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- Who should sign / approve the student's summer practice diary on behalf of the company?
9. *Either the supervisor of the student during the summer practice or authorized person of the company in relation to summer internships are required to sign the diary for approval.*
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- Do we need to keep our diary in Turkish or English?
10. *The dairy is required to be kept in English. Also The final report submitted to the department should be in English as well. However if there is a language problem with the supervisor of the company that the practice has been hold, students are free to keep their diary in the appropriate language for approval (i.e: in the language that the internship has been conducted and the communication has been held). In this case they need to submit both of the diaries.*
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- What is the deadline of the report submission?
11. *Generally the due date of submissions of Summer Practice Reports is two weeks after the finalization of Add-drop period. Students are expected to control and follow the deadlines from the moodle page of the related internship course.*
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- Is it allowed to complete ARCH 390 first and then ARCH 290 ?
12. *For academic continuity, learning outcomes and the benefit of the summer internship to the future professional practice, we strongly recommend that students proceed with ARCH 290 first, and then conduct ARCH 390 afterwards. If there is a special case specific to the student, then it is required that the student discusses this issue with his/ her advisor and negotiate on the best option to proceed.*
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- When shall we enroll ARCH 290 (or ARCH 390) ? Before or after the completion of the summer practice?
13. *Students should enroll Arch 290 and /or Arch 390 in the coming Fall semester after they have completed their summer practices. However the application and approval processes of the relevant internship should have been completed in advance, in the previous spring semester before starting the summer practice. If there is a problem with respect to the report (i.e.: the date of submission or the format / content of the report) and the students have been graded as unsatisfactory; students are allowed to enroll again, and submit the appropriate (revised) reports within the following spring semester as well, only within one year after the completion of the internship. (for example if the internship ARCH 390 has been completed in Summer 2022, students can enroll to Arch390 in Fall'22 or in Spring'23)*
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Is it possible to complete ARCH 390 internship 100% online? Is the department accepting full online internships?

14. *Remote/ online internships are only approved and can be allowed under the following conditions:*
- *At least 50% of the employees on similar posts should be working remotely / online at the company / institution*
 - *Students must spend at least 20% (4 working days out of 20) of their time in person at the company / institution*

Do we have to submit our diary log in handwritten format, or is it accepted to submit a re-written format in computer?

15. *The reason of keeping a diary is for the students to monitor the works conducted daily and be aware of the work sequence during the internship. Since, the weekly logs should be checked and signed by the supervisors, there is no need to re-write it in a computer medium. Shortly, only hand-written daily proceeded and approved diaries are accepted*

Do we have to make our diaries approved daily or weekly?

16. *For ease of convenience weekly approvals (for the previous week's works) are also accepted.*

If there is a health problem during the internship and a health report has to be taken, how does it affect our internship? Is it possible to extend the insurance and the internship duration with respect to the days of absence due to health problems?

17. *Unfortunately, it is not possible to extend the insurance in such case of an extraordinary situation. Students are required to find a negotiation with the company to compensate the missing work. If the absent days exceeds %20 of the entire duration, then students should either apply for another additional voluntary internship, or have to complete another internship with full 1 month completion.*

What is the procedure of confirming the approval of the internship?

18. *It is the student's responsibility to have the follow up , including the signature of the company and the advisor as well as taking and submitting the approval forms to the department in person. The student's signature is needed when submitting the approval form to the department and only after that, the internship can be assumed as being approved and in process.*

What are the conditions for voluntary internship ?

19. *Students are required to have an appointment with the internship committee/ coordinator to discuss the details of the voluntary internship. Afterwards the application conditions and the appropriateness of the companies applied should have been controlled and approved by the internship committee and the department.*