



## ARCH 390 SUMMER PRACTICE II REPORT CONTENT AND FORMAT REQUIREMENTS

As a part of your summer practice, you are required to submit a Summer Practice Report to the department in the following fall semester as the requirement for ARCH390. **The report and the diary should 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
- Introduction
- Body of the Report
  - Information about the project(s) participated
  - Description of (Daily) Work
  - Architectural Representation Techniques Used in the Office
- Conclusion
- Appendix
  - Additional graphic documentation
  - The diary

#### ❖ **Title Page**

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

- ARCH 390 Summer Practice II Report*
- Student Name*
- Company's Name*
- Date of Internship*
- Advisor's Name*

#### ❖ **Table of Contents**

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

#### ❖ **Introduction**

This section should begin with a brief explanation of the scope of the summer practice (ARCH390). Then, a description of the company you worked in, a brief history of the company, including its size, staff, past projects and any other pertinent information should be given.

#### ❖ **Body of the Report**

This section should give specific information about the architectural project(s) you've participated in, project scheduling/management, detailed and informative description of 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 work you were involved, the daily labor conducted in the office, specific activities occurred and any other special tasks performed by you. However, keep in mind that, the report has to cover **all the information** you learned and experienced in a formal language and organization, even though they are written in your diary as daily notes.

In this section, you are encouraged to include some graphic information as figures and sketched, when needed. However, you are also advised to be selective and choose only appropriate examples of graphic documentation to be used in the body of your report.

#### ❖ **Conclusion**

In the conclusion section, you shall address and assess, 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 you have collected/generated/used and your diary.

- i. Additional graphic documentation may include sketches, details, drawings, photographs, short-form specifications, or any other contract documents you may wish to include. All graphic documentation should be numbered and labeled with a proper caption.
- ii. 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 (in English). The diary shall be submitted together with the report, **preferably in an A4-format**. **A senior member of the company ( or your supervisor) should review the diary and verify the accuracy of the entries, by stamping and initialing (signing with initials) every page with a weekly control and approval.**

### **Format Requirements & Reminders**

- The 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.
- 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 "Introduction".
- Your figures should always be numbered and labeled with a **proper caption**, i.e. Figure 1. Plan of the site. The figure number and the caption should be placed below the figure. All the figures should always be referred in the text.
- 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, i.e. (Emmitt, 2014). All the references should be alphabetically listed in the "References" section after the conclusion. You should use the APA style for referencing, i.e. Emmitt, S. (2014). Design management for architects. John Wiley & Sons.

### **Plagiarism and Copyright Issues**

Bilkent University considers plagiarism a serious offence, resulting in severe disciplinary action. You are advised and strongly warned not to write your report with activities not experienced or texts that do not belong to you. Information gathered from sources may, of course, be quoted directly, providing a proper acknowledgement, citation and identification of the source. All observations and comments offered in your report must be totally authored by you, even if you perform your summer practice together with your friends from your department.

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.