



ARCH 390 SUMMER PRACTICE I COURSE INTRODUCTION

Objectives

This course aims to provide students with necessary experience on site, in construction techniques, and in project scheduling/management by making them directly participate in and observe construction site 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:

- Architectural project development, representation techniques (drawing, visualization, model-making, etc.), revisions and submission methodologies
- Teamwork dynamics and collaborative production processes
- Organization of architectural offices
- Efficient and correct utilization of technical tools for project development
- Project scheduling and management (division of labor, interaction with other disciplines, etc.)

Duration:

The duration for the summer practice should be exactly 1 (one) month (for example: 01.06.202X – 01.07.202X or 23.06.202X – 23.07.202X). 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*
 - *Summer practice Application Form*
 - *Summer Practice Performance Review Form*

These three 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 *Application Form*. (They can keep the *Letter of Introduction* and *Performance Review Form*.)

2. Upon your acceptance, the *Application Form* that is **signed and stamped** by the company should be taken to your advisor for his/her approval signature. You should submit this *Application Form* with your advisor's signature to the department **before the announced date on the web page**.
3. Once the summer internship starts, *Performance Review Form* (Staj Değerlendirme Formu) should be reminded to the company supervisor / senior member to be taken as a reference for the final evaluation of your internship. By the end of your internship, **the company should send the completed and signed Performance Review Form to the Department of Architecture by one of the below mentioned options appropriate for the company**. Please remind the company to send this document **within two weeks** after your internship is over.

Option 1_ by email	Option 2_ sending with the student
<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>archintern@bilkent.edu.tr</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>

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**.
5. If you still have questions ,any inquiries or requests for clarification, please refer to **Departments Web page** (<http://arch.bilkent.edu.tr/program/internship.html>), both for the documents as well as Frequently Asked Questions. If you still have something to ask, please send an email to archintern@bilkent.edu.tr with the brief explanation of your situation .

Deliverables for Summer Practice I 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 related 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 your daily notes and sketches. The diary must be handwritten and all information must be recorded daily. This diary will be submitted as part of the submission of the report, as an Appendix. **A senior member of the company (or your supervisor) should review the diary and verify the accuracy of the entries, by stamping and initialing every page with a weekly control and approval.**

Course Evaluation

- ARCH 290 Summer Practice I 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.