



BILKENT UNIVERSITY

FACULTY OF ART, DESIGN AND ARCHITETURE

DEPARTMENT OF INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN

SUMMER PRACTICE II REPORT

As part of your summer practice, you are required to submit a **Summer Practice II Report**.

A. Content Organization

You may structure the **Content of the Body** of your report in the following manner:

Section 1 Introduction

This section should begin with a brief description of the office, its history, size, staff, past projects and any other pertinent information.

Then, you address, in general terms, the experience you gained through the practical training, during your 4-week stay in a private or institutional design office.

This section is also the appropriate place to include your more personal experiences, as well as any graphic documentation more personal in nature: social gatherings, funny office moments caught on film, you or other office staff in action, and the like.

The complete record of the body of your work, as outlined in your **Diary**, shall form the basis of Section 2 and Section 3 of your report.

Section 2 Body of the Report

Section 2 details your specific observations and your contribution to that office, with respect to the focus of Summer Practice II, as listed in the Course Description, namely:

- 2.1 Program Development order,**
- 2.2 Project Application,**
- 2.3 Designer/ Client Relationships, and**
- 2.4 Project Scheduling and Coordination**

Your **Diary** entries will help refresh your memory in detailing the degree of your involvement, many specific activities and any other special tasks performed by you.

Since your exposure to these aspects of office practice depend totally on the level of involvement and degree of tutoring afforded to you, by the particular office in which you performed your summer practice, great variations may be expected, and will be taken into consideration when evaluating your report.

Your Diary entries, however, do indicate the degree of your validated involvement, and will, therefore, be consulted while evaluating the accuracy and completeness of the Summer Practice II Report.

As a **Conclusion** of Section 2, you shall address, in general terms, the experience you gained through the practical training and observations, during your stay with that office.

Section 3 Graphic Documentation

This section of the report contains the **Graphic Documentation**, consisting of sketches, detail, drawings, photographs, short -form specifications, or any other contract documents you may wish to include.

Your statements should include observations, identifying your role and specific involvement in any of the included graphic documentation.



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You are encouraged, however, to include graphic examples **also in Section 2** of your report, where you deem it desirable. Remember, "A picture saves a thousand words".

Be selective and choose only appropriate examples of graphic documentation for inclusion in the body of your report, particularly in Section 1 and especially in Section 2.

The Appendix

The Appendix shall consist of your **Diary** and a **CD** containing only the Summer Practice II Report document.

B. Format Requirements

Your **Summer Practice II Report** shall follow these format-instructions closely:

Technical Organization:

The **Hard Cover** of the report shall contain the following information.

- **IAED 390 Summer Practice II Report**
- Your name
- Date of Summer Practice II.

The **Front Page** of the report shall contain the following information.

- IAED 390 Summer Practice II Report
- Your name
- Advisor's Name
- Company's Name
- Date of Summer Practice II.

The **Table of Contents** shall list the content of the Body of the Report, as follows:

- Section 1 Introduction
- Section 2 **(Body of the Report)**
 - 2.1 Program Development Order
 - 2.2 Project Application
 - 2.3 Designer/ Client relationship, and
 - 2.4 Project Scheduling and Coordination
- Section 3 Graphic Documentation
- Appendix (your Diary and CD)

Pages shall be numbered consecutively, starting with Section 1 Introduction, but excluding the Appendix.

General Page 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 point size 11, and text lines shall be double-spaced.

The Body of the Report shall be at least **1500 words** in length, **A-4 format**, following the above Page Format requirements. Do not use any clear-plastic envelopes in Section 2 (Body of the Report).



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C. The Diary

The Diary entry, being more personal in nature, **shall conform to the example shown on the web site.**

Place your binded Diary into a clear-plastic envelope, and attach it as an Appendix to your Report.

You may express your personality, in terms of your observations, by notes and graphics, such as sketches, details, doodles, and the like.

A General Note of Caution

Plagiarism

You are advised and strongly warned not to enhance any aspects of your report, either with activities not actually performed by you, or by inclusion of text from other sources. Information gathered from various industry sources, may, of course, be quoted directly, providing you properly acknowledge and identify its source.

All observations and comments offered in your report must be totally authored by you, even if you perform your Summer Practice with other students of your Department, in the same office.

Bilkent University considers **plagiarism** a serious offence, resulting in severe disciplinary action.

Copying of Documents

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 only at the last minute.

Report Submission Deadlin

The due date of submission of your Summer Practice II Report to the Department shall be shown on the department web site,

<http://www.bilkent.edu.tr/artweb/htdocs/iaed/>

and posted throughout the department on notice boards.