



BILKENT UNIVERSITY

FACULTY OF ART, DESIGN AND ARCHITECTURE

INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN

To Whom It May Concern:

As part of their third year program of studies at Bilkent University, in the Faculty of Art, Design and Architecture, the Department of Interior Architecture and Environmental Design, students are required to participate in a work placement program- Summer Practice I.

The minimum time for this summer practice placement is one month.

The aim of Summer Practice I is to give students experience on site and/or in production techniques, and project scheduling and coordination. Specifically, students are expected to make observations on, and participate in:

- **On Site Activities**, and / or,
- **Production Techniques**, and
- **Project Scheduling and Coordination**

Please bear in mind that the student, although completing the second year of study, may require your guidance, much supervision and patience. We encourage you to include the student in your daily company routine, offering opportunities for observation, allowing active participation in tasks, and the inclusion in other aspects of the working of your company.

Students are required to maintain a Diary, which record their daily tasks and specific involvement in activities of your company.

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 Summer Practice I Report, upon completion of the work term. We request that you support the student by providing documents for inclusion in her/his report.

Also, we require your evaluation of the student's performance upon completion of the work term. A copy of the form, **Document B-3 Performance Review** will be provided to you by the student. We encourage you to discuss your evaluation, in whole or part, with the student.

Please return the signed Performance Review by mail, marked '**Confidential**' to the Department, within a week after completion of Summer Practice I.

I am convinced it will be a fruitful and enjoyable experience for both, the student as well as your company staff.

Sincerely,

for:

Yasemin Afacan

Assoc. Prof. Dr.

Acting Chair

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