



İHSAN DOĞRAMACI BILKENT UNIVERSITY

FACULTY OF ART, DESIGN AND ARCHITECTURE

DEPARTMENT OF INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN

IAED 290 SUMMER PRACTICE I:

As part of your third year program of studies, you are required to participate in a work placement program- **IAED 290 - Summer Practice I**.

The Aim of Summer Practice:

The aim of this Summer Practice is to give you experience on site and /or in production techniques.

**The minimum duration for this practice is 1 month
(for example: 01.06.2013 – 01.07.2013 or 23.06.2013 – 23.07.2013).**

Your Summer Practice should not coincide with Summer School. Exceptional cases should be addressed in written form to the Department.

Procedure:

Your **first task** is to identify an appropriate office, and inform your advisor about the choice of your Summer Practice I placement.

Prior to seeing your Advisor you are required to print, from the web site: <http://iaed.bilkent.edu.tr/>, the following documents:

Document B-1 Letter of Introduction, which requires the signature of your Advisor,
Document B-2 Letter of Acceptance, which requires the signature of your Advisor.

Document B-1 Letter of Introduction and **Document B-2 Letter of Acceptance** shall be delivered to the company of your choice. Upon a successful interview, the placing company will confirm their acceptance of the terms of the summer practice placement, by signing **Document B-2 Letter of Acceptance**. Upon your acceptance, **Document B-2 Letter of Acceptance** signed and stamped by the company, shall be returned by you to your Advisor.

Your Advisor must be in possession of this **Document B-2 Letter of Acceptance**, by the date announced on the web site: <http://iaed.bilkent.edu.tr/> and/or posted notices throughout the IAED Building.

After submission of **Document B-2 Letter of Acceptance** to your advisor, you will be given document **B-3 Performance Review** (Staj Değerlendirme Formu).

B-3 Staj Değerlendirme Formu (Performance Review) shall now be delivered to the company.

Performance Review:

Please remember that your performance, throughout your summer practice placement, shall be reviewed by a senior member of the company, and, that this **Document B3 Performance Review** (Staj Değerlendirme Formu), shall be taken into consideration in evaluating your overall Summer Practice I performance.

Your performance shall be observed and evaluated in terms of your conduct, enthusiasm, interest and general involvement.

Please remind the company to return the signed **Document B3 Performance Review** (Staj Değerlendirme Formu) to the Department, within a week of your completion of the Summer Practice.



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Diary:

Throughout your stay at the company, you are required to maintain a **Diary**. You shall itemize regularly your tasks and duties, activities and specific involvement in the activities of that company. **The Diary must be handwritten and all information must be recorded daily.**

A **senior member of the company** shall review your Diary and verify the accuracy of your entries, by signing it weekly.

This Diary shall be submitted to the Department, as part of the submission of your Summer Practice I Report, **as an Appendix**.

Summer Practice I Report

You are required to submit a written report, outlining your experience gained through practical training, throughout the summer practice placement.

Purpose of Report:

Your report will address your observations and experience on site and/or in production techniques.

Specifically, you shall record your observations of:

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

Content and Format Requirements of this report are outlined in detail in **Document A-2 Summer Practice I Report**.

Graphic Documentation:

Graphic Documentation, such as sketches, drawings, photographs and any other pertinent aspects, 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.

Course Evaluation:

The IAED 290 Summer Practice I course shall be evaluated **as Satisfactory or Unsatisfactory**.

The Department shall base the evaluation upon your Diary entries, validated weekly by a senior member of the company, as well as the Performance Review, submitted by your supervisor of the company, **and your written report**.

A partially incomplete report shall be returned to you by your advisor, for revisions.

An imperfect report shall be evaluated unsatisfactory.

A generally poor overall performance shall be deemed **Unsatisfactory**, and shall require you to repeat the course.

Unsatisfactory Standing:

Anyone who fails to receive a satisfactory standing shall be required to repeat Summer Practice I in the following summer.