



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 I:

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.

All required documents are available on the department web site: <http://iaed.bilkent.edu.tr/> and can be downloaded from there.

Procedure:

- First identify an appropriate office, and inform your advisor about the choice of your Summer Practice I placement.
- After acceptance by your advisor, deliver **Document B-1 Letter of Introduction** and **Document B-2 Letter of Acceptance** to your advisor, since both documents require the signature of your advisor.
- Deliver the signed **Document B-1 Letter of Introduction** and **Document B-2 Letter of Acceptance** to the company of your choice. Upon your acceptance, the placing company will confirm their acceptance of the terms of the summer practice placement, by signing **Document B-2 Letter of Acceptance**.
- Deliver only **Document B-2 Letter of Acceptance** signed and stamped by the company to your advisor.

Your advisor must be in possession of **Document B-2 Letter of Acceptance**, by the date announced on the web site or one week prior to the starting date of your summer practice.

- Deliver **Document B-3 Performance Review** (Staj Değerlendirme Formu) to the company.

Performance Review:

Your performance, throughout your summer practice placement, shall be reviewed by a senior member of the company, and, that **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.

Remind the company to deliver the signed **Document B3 Performance Review** (Staj Değerlendirme Formu) to you after completion of your summer practice the latest within a week.

- Keep **Document B3 Performance Review** (Staj Değerlendirme Formu) for further submission announced by the department.



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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.