



İHSAN DOĞRAMACI BILKENT UNIVERSITY

FACULTY OF ART, DESIGN AND ARCHITECTURE

INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN

To Whom It May Concern:

As part of their fourth-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 II.

The minimum time for this summer practice placement should be continuous and last one month.

The aim of Summer Practice II is to give students experience in the organization and working of an architecture/ interior architecture/ design office. Specifically, students are expected to make observations on, and participate in:

- **Program Developing Order,**
- **Project Application,**
- **Designer / Client Relationship,** and
- **Project Scheduling and Coordination,** in a private or institutional design office.

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

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

We request that you review and validate, on a weekly basis, the student's daily Diary entries.

Furthermore, the student must submit a Summer Practice II Report, upon completion of the work term. If possible, please 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 to the student, after completion of Summer Practice II.

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

Thank you for all your support throughout this period.

Sincerely,

p.p.

Burçak Altay

Asst. Prof. of Practice

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