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**.

Aim of Summer Practice I

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

The minimum duration for this practice should be continuous and last for one month, (for example: *01.06.2013 – 01.07.2013 or 23.06.2013 – 23.07.2013*).
Your Summer Practice should **not** coincide with courses taken during Summer School.
Exceptional cases should be addressed in written form to the Department.

Required documents during the application are available on the department web site http://iaed.bilkent.edu.tr/ and can be downloaded from there.

Procedure Phase 1

- Identify an appropriate company.
- Deliver **Document B-1 Letter of Introduction** to the company of your choice.
- Deliver **Document B-2 Letter of Acceptance** signed by your advisor to the company of your choice. (from http://iaed.bilkent.edu.tr/)
- Take the signed **Document B-2 Letter of Acceptance** from the company.

For the following Phase 2 use instructions and information connecting to the STS Summer Training System page: https://stars.bilkent.edu.tr/accounts/login

Procedure Phase 2

- Provide all mandatory information for the application.
- Upload the required **Document B-2 Letter of Acceptance** signed by your advisor and filled out, approved and signed by the company/institution.
- After approvement by the department check all information and **finalize** your application on STS.

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

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.

Document B3 Performance Review (Staj Değerlendirme Formu) will be given to you after completion of your summer practice.

Keep **Document B3 Performance Review** (Staj Değerlendirme Formu) for further submission during the following academic year announced by the department.

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Diary

Throughout your stay at the company, you are required to maintain a **Diary,** in English or Turkish, maintained either in manual or digital format. The Diary, being more personal in nature must contain entries for each day, entries for the diary shall itemize regularly your tasks and duties, activities and specific involvement in the activities of that company. **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. As in the daily template, each day needs to be signed and stamped with a wet signature and official stamp.

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

Summer Practice I Report

You are required to submit a written report, in English. The written report shall outline 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 detailed 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 S** or **Unsatisfactory U.**

The Department shall base the evaluation upon

- **Diary entries**, validated by a senior member of the company As in the daily template, each day needs to be signed and stamped with a wet signature and official stamp.
- **Performance Review**, evaluated by your supervisor of the company
- **Summer Practice I 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 and or the summer practice.

Unsatisfactory Standing:

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