İHSAN DOĞRAMACI BILKENT UNIVERSITY

FACULTY OF ART, DESIGN AND ARCHITECTURE

DEPARTMENT OF INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN

IAED 390 SUMMER PRACTICE II:

As part of your fourth-year program of studies, you are required to participate in a work placement program- **IAED 390-Summer Practice II**.

Aim of Summer Practice:

The aim of this summer practice is to give you experience in the organization and working of an architecture/ interior architecture/ design office. You are expected to make observations on the program developing order, project application and designer/ client relationships in a private or institutional design office.

The minimum duration for this practice should be continuous and last for one month (for example: *23.06.2013 – 23.07.2013 or 11.07.2013 – 11.08.2013*).
Your Summer Practice should not coincide with courses taken during the 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 your summer practice placement, shall be reviewed by a senior member of the office.

Document B3 Performance Review (Staj Değerlendirme Formu), shall be taken into consideration in evaluating your overall Summer Practice II performance.

Your performance shall be observed and evaluated in terms of 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 announced by the department.

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.
The Diary 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 II Report.

Summer Practice II Report

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

Purpose of Report

Your report will address your observations and experience in the organization and the working of an architecture / interior architecture / design office.

Specifically, you shall record your observations on:

- **Program development order,**
- **Project application,**
- **Designer / client relationship, and**
- **Project scheduling and coordination**

Content and **Format Requirements** of this report are outlined, in detail, in **Document A-2 Summer Practice II 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 390 Summer Practice II 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 II Report**

A partially incomplete report shall be returned to you by your advisor, for revision.
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 asked to repeat Summer Practice II, in the following summer.