TED UNIVERSITY DEPARTMENT OF ARCHITECTURE
ARCH499 SUMMER PRACTICE II_ARCHITECTURAL OFFICE – Assessment Guidelines

Assessment is based on the following criteria:

1) Intern Evaluation Form by Company Supervisor (Pre-condition)
2) Summer Practice Report (%100 of total grading)

Summer Practice Report (SPR) should contain the following in a comprehensive manner:
    a. Descriptive information about the architectural office; office team and its organization construction/restoration/excavation equipment
    b. Daily Work-Log
       - Information about the office procedures to be documented at least twice a week
       - Observations in project development: relations between different phases and scales of project development; contributions of various disciplines into the process of project development
       - Participation in project development
       - Personal evaluations on both the project development and training processes

Evaluation:

1) Students must submit the **Intern Evaluation Form (IEF)** to the company supervisor on the first day of their summer practice. Upon completion of a student's summer practice, the company supervisor must fill, stamp and sign the IEF and deliver it to the Internship Coordinator via email.

In order to successfully complete ARCH 499 Summer Practice II_Architectural Office, students must
    - receive at least 3 points from 1st and 5th items of IEF,
    - receive complete minimum of 13 points in total from IEF,
    - attend at least 30 workdays of practice.

Students who fail to do so are considered "Unsuccessful" and receive F (fail) grade at the end of the semester.

2) SPR grade of students, who receive at least 3 points from 1st and 5th items of IEF, complete minimum of 13 points in total from IEF, and satisfy 30 workdays of attendance, will be evaluated according to:
    - Quality of Written Documentation   **%35** of total grading
        Descriptions of the composition, task distribution, project preparation and revision processes of architectural offices or project design units; various phases of design and project processes, such as preliminary design research, conceptual design, visualization, design development and detail design in line with the specialization of their workplace; interactions with various engineering disciplines such as statics, mechanics, electric-electronics, and experts such as lighting and fire consultants; responsibilities of the architect
    - Quality of Visual Documentation   **%65** of total grading
        All the visual documentation of your contribution in project development including research material, architectural drawings, photographs, diagrams, etc.

Students who receive a minimum of 50 points from 100 points will be considered "Successful" and receive P (pass) grade at the end of the semester.