

## **TED UNIVERSITY DEPARTMENT OF ARCHITECTURE SUMMER PRACTICE DIRECTIVE**

### **Summer Practice Objective**

Internships are basically one of the tools aimed at increasing the relationship between education and practice. They should be considered as processes that complement and reinforce education and configured as part of the general education policy. Application should be integrated with education so does education with practice. Internships are environments where knowledge and experience developed in both fields – such as leadership, ethical and professional values, communication skills, teamwork, critical approach, learning curiosity, research skills, etc. – are transferred to one another.

### **Summer Practices**

There are two compulsory summer practices in the curriculum of TED University Department of Architecture:

#### **ARCH 399 SUMMER PRACTICE I CONSTRUCTION SITE**

The aim of ARCH 399 Construction Site Summer Practice is to observe the atmosphere of an actual construction/restoration/archaeological excavation site to get acquainted with methods and processes of construction/renovation/restoration by actively participating and monitoring; to identify construction works, types of labor building materials, equipment and machinery; to recognize the role of management in organization of complex construction/restoration/archaeological excavation sites and the duties, tasks and responsibilities of different actors involved within the construction/restoration/excavation process; to collaborate with a multi-professional team.

#### **ARCH 499 SUMMER PRACTICE II ARCHITECTURAL OFFICE**

The aim of ARCH 499 Architectural Office Summer Practice is to experience the development processes of design; to observe the role and contribution of different disciplines in this process; to participate actively in design and production processes at different scales and environments; to follow the functioning of the office, workflow, and organization.

### **Summer Practice Time**

Construction Site internship – ARCH 399 is done at the end of the fourth semester and during the summer months. Architectural Office internship – ARCH 499 is done at the end of the sixth semester and during the summer months.

Other special conditions are subject to the approval of the department internship coordinator.

Compulsory summer practices are done from the end date of final exams of spring semester until the beginning of fall semester of the next academic year.

### **Duration of Summer Practices**

Duration of compulsory summer practice is 30 workdays for each summer practice and a total of 60 work days for the whole education period. 30 workdays of summer practice can be completed by working a maximum of 6 days per week.

Each compulsory summer practice must be done continuously without giving a break.

With the approval of the internship coordinator, compulsory summer practice can be done in more than one workplace by dividing the 30-day period. The 30-day internship period can be divided into a maximum of 2 parts, not less than 10 days each.

In case of doing the summer practice in more than one workplace, separate “Internship Approval Form”s are filled for each workplace. In each form, only information related to that workplace is entered and the period to be spent in that workplace is specified.

Students are free to extend the duration of the summer practice. Students don't have to prepare a report for the part of the internship that exceeds 30 days.

### **Summer Practice Prerequisites**

ARCH 399 Construction Site Practice is the prerequisite for ARCH499 Architectural Office Practice. ARCH 499 Architectural Office Practice cannot be registered until the ARCH399 Construction Site Practice has been successfully completed.

### **Summer Practice Location**

ARCH 399 Construction Site Practice can be done in Turkey or abroad. The construction site where the summer practice will be carried out must include superstructure construction.

Summer practices cannot be done in infrastructure constructions such as dams, highways, road bridges, rail transport tunnels, port and airport runways that do not include a superstructure or additional building. All or part of the Construction Site Practice can be done in a restoration site or in an archaeological excavation area.

ARCH 499 Architectural Office Practice can be carried out in architectural design offices, application and restoration offices, architectural project units of public institutions and construction companies, or design offices of construction sites that are registered in Turkey or abroad.

### **Summer Practice Process**

#### **1. Summer Practice Applications**

- Students must fill the **Internship Application Form** following the acceptance of summer practice application by the workplace.
- The internship application form must be approved (signed and stamped) by the workplace representative.
- Internship application forms, which are approved by the work place, will be uploaded to **MyTEDUPortal** by creating an application under “*Internship*” tab.
- All information written in the Internship Approval Form and entered on **MyTEDUPortal** must be consistent.
- Completed summer practice applications must be saved and sent to department internship coordinator for approval.
- The internship application form is reviewed by the department summer practice coordinator and approved on **MyTEDUPortal** if it is appropriate. If the summer practice registration form is incomplete or incorrect, or the information in the form and entered to **MyTEDUPortal** is inconsistent, the department summer practice coordinator may reject the application and ask the student to make a correction.
- The last day of submitting the internship application form is the last day of courses in the spring semester.

#### **2. Summer Practice Evaluations**

##### **2.1. Intern Evaluation Form**

- Students must submit the **Intern Evaluation Form** to the workplace on their first day of summer practice.

- The intern evaluation forms are filled by the responsible person of the workplace or by the manager who is responsible for the intern in order to evaluate the student's summer practice performance. These forms should be sealed and wet signed.
- The workplace representative must directly and confidentially send the intern evaluation form to the internship coordinator via email. Students have to notify their workplaces to send the form until the end of the add-drop period in the fall semester following the summer in which the practice is held. Evaluations that do not include seal and wet signature on the form are not considered as valid.

## 2.2. Summer Practice Report

- Students will write a daily report that consists of their experiences.
- The daily report will consist of all detailed explanations, pictures, tables, diagrams and drawings about the working process, which is participated and/or observed by the student.
- Daily reports will be compiled as a comprehensive **Summer Practice Report** and submitted to the internship coordinator until the end of the add-drop period in the fall semester following the summer in which the practice is held.
- Any kind of determined format for the summer practice report is not available. Students are responsible for content and as well as for the format of the report.
- Reports are delivered via Learning Management System. They are not required to be delivered in hard copy.

## 3. Summer Practice Registrations

Compulsory summer practices are held during the specified summer term. Course registration is not done for the summer term. The related summer practice course is registered in the fall semester following the summer semester in which the summer practice is held. The grades of the summer practice course are announced on the date of announcement of the grades specified in the academic calendar along with the grades of all other courses.

### **Summer Practice Forms**

Summer Practice Assessment Guidelines (pdf.)

Internship Application Form (doc.)

Intern Evaluation Form (doc.) (will be filled and signed by the workplace)