

YAŞAR UNIVERSITY FACULTY OF ARCHITECTURE DEPARTMENT OF ARCHITECTURE

INTERNSHIP GUIDE

The internship covers the practical work done in the offices, private or public offices operating in the field of architecture, in order to increase the practical knowledge and skills of the Faculty of Architecture students, in order to qualify for their undergraduate / associate degree.

The internship period is 20 working days for each internship. There are two internships: Construction Site internship for students who have completed their 4th semester and Office internship for students who have completed their 6th semester. Internships cannot be done during the academic year * or in the same period in a row **.

After each internship, the student is required to enroll in the internship course (Fall Term Course ARCH 3331 Construction Site Internship course, ARCH 4431 Office Internship) in the Fall Term Course Registration Week following the Summer Term.

Within the scope of **ARCH 3331 Site Internship**, those who have completed their 4th semester are obliged to do an internship for a minimum of 20 working days at the construction sites that are carried out by offices supervised by the Chamber of Architects. The building for the internship should be in the rough construction phase. Student should be able to follow the processes of foundation construction, carcass system construction, iron assembly, concrete pouring, wall construction, roof etc. The student should follow the entire rough construction process in order and define it in the internship report. During 20 working days, the student should be able to see different stages and details by participating in different constructions of the company he / she will do internship.

Within the scope of **ARCH 4431 Office Internship**, those who have completed their 6th semester obliged to do an office internship for a minimum of 20 working days in the offices supervised by the Chamber of Architects. The company manager or responsible architect in the workplace should be working in this profession for at least 5 years. The student should spend the internship period in the most efficient way for them. At the end of the internship, he / she should have the ability to apply this information by using the theoretical knowledge they obtained during their architectural education. During the internship, the student should take part in the design and drawing stages of architectural preliminary and application projects and contribute to these stages.

The steps to follow during the internship:

1. The student who has found the company / institution to intern at should wait for the approval of the Internship Committee after entering the internship information on <http://staj.yasar.edu.tr/>. The approved form must be printed out and gotten signed by the company, then it must be scanned and uploaded to the system. After the approval of the signed form, the Statement of Employment, which can be accessed from the system, must be delivered to the company at the beginning of the internship.
2. The place of internship proposed by the student must be approved by the Internship Committee. Otherwise, the internship is not valid. If it is related to the education of the student, internship can be done at institutions abroad. The student doing an internship abroad is obliged to prove that he / she is in the country in question.

3. The student whose internship place is accepted and approved cannot change their internship dates and place without the approval of the Internship Committee. Otherwise, internship is not accepted.

4. Attendance is compulsory.

5. **Internship Evaluation Form** and **Internship Report** format can be found on the Yaşar University Department of Architecture website.

6. **Internship Report:** It is a report in which the works that are monitored and participated in daily during the internship process are supported with visual material and presented in detail. The Internship Report should be prepared as a file of work done in the workplace, not from the information and figures in textbooks or manuals.

7. Each page of the Internship Report must be approved by the authorized representative of the internship with a stamp and signature. Everything in this report (daily jobs, drawings and images) should be in the form of the internship report published on the website. Internship reports without signatures, stamps, seals or dates are not accepted.

8. The student should follow the job regularly during the internship and the work conducted daily should be recorded in the internship report.

9. Internship report should be written on computer in english.

10. The student who completes their internship is obliged to submit the report to the member of Internship Committee on the delivery announced on the website at the beginning of the semester following the internship. Late submissions are not accepted.

11. **Internship Evaluation Form:** At the end of the internship period, internship evaluation form will be delivered to the internship committee by the student in a closed envelope containing the signature and stamp of the firm official (students are not allowed to open this envelope) or sent by mail to the Department Head Office by the official of the internship company.

12. Internship Evaluation Form which is incomplete or hasn't reached the university is not accepted Student affairs, Department Head and Internship Committee cannot be held responsible for any losses and delays in the said form, the responsibility belongs to the student.

13. The Internship Evaluation Form must be delivered to the relevant internship commission member along with the Internship Report on the date announced the website.

14. If a correction is requested for the submission, the student has to make the required corrections within 10 business days after receiving the verdict and submit it to the internship commission again.

15. As a result of the evaluation done by the internship commission, the student will see whether they are successful or unsuccessful. No grading will be made.

16. At the end of the internship process, the student who is unsuccessful in the evaluation made by the Internship Committee has to do the internship again in the next semesters.

*The right to do internship during the semester break following the fall semester is granted only to students who are in the status of graduation and students who will continue their education abroad within the scope of exchange programs related to university (ERASMUS etc.) provided that they

complete 20 working days. The Fall Semester ends with the end of the semester exams, and the Spring Semester begins with the course registration week.

The internship applications of the students who fall under the specified conditions will be evaluated by the commission. If the internship applications are accepted, the internship course will be added to the courses that the student will register in the Spring Term Course Registration Week following the semester break.

Since only students with graduation status who have completed their internship course (s) are evaluated as "Leap Year", their internship course (s) registration is made by charging per loan in the registration week of the semester following the application.

** Applications will be evaluated by the commission only if the students who are in the graduation status request to do their Construction and Office Internships in a row at the end of the Spring or Fall Semester they complete their courses.

Points to Consider for Summer Internship:

- Important dates and announcements about the summer internship are made on the official website of the Department of Architecture. It is the student's responsibility to follow these announcements. The Department Head or Internship Committee cannot be held responsible for any problems that may arise due to the lack of attention to the announcements, the responsibility belongs to the student.
- Internship is not accepted by the Internship Committee when more than one student studying in the same period do their internship in the same office within the same date range. In cases where summer internship will be held by more than one student in the same office, students' internship dates must be in different date range.

Important points about the Internship Report:

- At least one page should be reserved for each day in the Internship Report and the number may be increased according to the need.
- The work done daily, the tasks taken or observed, should be written separately for each day.
- Specific points for construction site internship:
 - o While the student transfers the works he / she pursues during the internship to the internship book, he / she must make technical descriptions of these works and support them with visual materials (photographs, sketches, etc.). The different stages in which the manufacturing processes are monitored should also be documented with photographs. These photographs should be numbered and have explanations below them. Verbal and visual expression should be on the same page together.
 - o How to do the work done daily should be written in the technical report part in passive language. If the same work is repeated on different days, it should be stated on which days the work mentioned in the technical report is performed after the technical description. (Day 2,5,17,18 etc.)
 - o Visual materials should be added to the CD by arranging them according to the days.
- Specific points for office internship:

o The student should explain what he / she did or followed during the internship in writing in the internship report and support it with visual elements (drawings, tables, sketches, etc.). The size of these drawings should be maximum in A4 format. When necessary, the drawings should be printed in A3 format, then folded and added to the Internship Report. Drawings larger than A3 format should not be added to the Internship Report.

o Drawings prepared with programs such as Autocad, 3Dmax, ArchiCAD, Photoshop should be installed on a CD in PDF format. The CD must be submitted in an envelope with the name, surname and dates indicated.

o No Technical Report will be written in the office internship.

- Each page of the Internship Report should be stamped and signed with a blue ink pen by the authorized architect / engineer. Internship reports without signature, stamp, seal or date on their pages will not be accepted.
- Signed and stamped Internship Report should be uploaded to SAKAI system in pdf format on the specified date. Reports uploaded to the system without stamps and signatures will not be accepted. In case of the signature and stamp on the pages are reproduced digitally, disciplinary investigation will be initiated for the student.
- Students must submit a total of 2 documents, including the CD (1) which contains the Internship Report, which was signed, stamped and uploaded to the SAKAI system, and a signed and stamped envelope (1).
- It should be ensured that the sealed envelope in which the evaluation form is placed is signed and stamped where it is closed.
- It is sufficient to have a copy of the internship book in PDF or WORD format on the CD. Other documents and / or drawings can be added upon request.
- The student will be deemed unsuccessful in the event that he / she does not deliver the above-mentioned documents.
- Students may be asked to revise their submission by the Internship Committee when the student's internship report does not comply with the format or the explanations in the daily report are inadequate. If the revised reports are not delivered, the student will be deemed unsuccessful.
- In case of a copy in the internship report or another student uses the same sentences and images in the internship report, the students will be deemed unsuccessful and a disciplinary investigation will be initiated for them.