

		PROCEDURE			
		THE FACULTY OF ARCHITECTURE AND DESIGN (Undergraduate Interior Architecture and Environmental Design Program) MANDATORY INTERNSHIPS			
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1. PURPOSE

The purpose of the mandatory (credit) internship program offered to students of the Özyeğin University School of Interior Architecture and Environmental Design is to allow students to put the knowledge and skills they have attained in theoretical and practical classes offered during their studies into practice in a wide array of design, construction, management and production processes and to shape their academic studies based on unique experiences they gain during these processes.

2. SCOPE

This procedure applies to the Özyeğin University Interior Architecture and Environmental Design students and faculty as well as all key stakeholders and parties that are involved in the internship process.

3. VALIDITY

This procedure takes effect on the date of its acceptance by the Faculty Board. It is reviewed and revised when necessary.

4. LEGAL GROUNDS

This procedure is prepared pursuant to the Rules and Regulations for Özyeğin University Undergraduate Programs, the graduation requirements set forth in the resolution of the Özyeğin University Senate for the Undergraduate Architecture Program of the Faculty of Architecture and Design, and Article 5 of Law No:5510 dated October 1, 2008.

5. ROLES and RESPONSIBILITIES

By virtue of this procedure, the parties are liable with fulfilling the following responsibilities from choosing the right employer for the internship to the evaluation of students at the end of the internship.

1. Students: Students are responsible for submitting necessary notifications, obtaining necessary approvals, being in command of the process and adhering to all rules specified herein this procedure.
2. Faculty (Department) Secretary: Faculty Secretary is responsible for arranging the necessary documents specified herein this procedure, making sure that necessary approvals are obtained,

notifying the Human Resources Directorate for Social Security procedures, as well as coordinating and ensuring that all rules specified herein this procedure are observed.

3. Human Resources Directorate: The Human Resources Department is responsible for completing the Social Security procedures, recording and keeping necessary information and documents as well as ensuring that all other necessary procedures are completed in compliance with this procedure.
4. Internship Committee: The Internship Committee is responsible for evaluating and providing the necessary approvals for applications and internships completed within the framework of this procedure.

6. INTERNSHIP EMPLOYERS

Internship can be completed in the following institutions/firms at home and/or abroad.

- Interior Architecture Firms
- Architecture Offices/Firms
- Project Management Firms
- Building Inspection Firms
- Head Offices of Construction Firms
- Construction Sites of Construction Firms
- Public Institutions (Relevant departments of municipalities and ministries or the relevant departments of the directorates reporting thereto, and office services units of other public institutions)
- Workshops or other professional events, summer schools, architectural documentation, surface surveys/field studies in archeological excavation sites and/or historical sites, and/or historical buildings.

Any employers not listed above are subject to the approval of the Internship Committee.

7. DEFINITIONS AND DESCRIPTIONS

Architecture Firms (Offices): An architecture firm is a company specialized on building design and construction plans. Architecture firms mainly deal with architectural and urban designs of various scales, interdisciplinary coordination for building design, or design and project management, feasibility studies, bidding (tender) processes, contract management and building regulations.

Project Management Firms (and/or Building Regulation Firms): The main responsibility of project management firms is to plan and control all activities pertaining to the construction process, and to undertake, complete and manage the construction of buildings on behalf of the clients. The Project Management Firms define the jobs of all units (businesses) that take part in the construction process, conclude contracts with the units on behalf of the client and audit the activities of the units according to the signed contracts.

Building Inspection Firms: Building Inspection Firms are responsible for inspecting and auditing the compliance of building processes and materials with the accepted standards; and are liable with controlling the application projects through technical reports.

Technical Offices of Construction Firms: Technical offices of construction firms refer to all functional units of construction firms, which are generally called "head office", excluding the construction sites. The primary responsibilities of Head Offices are preparing bids, participating in tenders, monitoring and controlling construction sites, machine and equipment management, procurement of construction materials, settlements and similar other work.

Construction Sites of Construction Firms: Construction sites are organizational units of construction companies, excluding the head office, which are directly responsible for the construction of buildings.

There is a large variety of work carried out by architects on the construction sites including the execution, controlling and management of construction activities, quality control, progress payments, building quantities, settlements, provisional and final acceptance, and work and resource planning.

Public Institutions: Students may also complete their internships in the field of architecture in the relevant departments of local governments, general directorates of relevant ministries, and/or other public institutions.

Research Projects, Workshops, and Summer Schools: Workshops, summer schools, professional events, architectural documentation, scientific and/or professional research projects conducted in archeological excavation sites, historical sites, and/or historical buildings.

Internship Supervisor: The authorized personnel at the office or the construction site with at least 5 years of experience

8. INTERNSHIP TYPES, CREDITS AND TERMS

8.1. INAR 200 SUMMER INTERNSHIP I (Research Internship): This is the first mandatory internship of the Undergraduate Architecture Program. Students are required to complete this internship in 10 days and are awarded with 2 ECTS credits. This is a research internship and further details about Research internships are provided in Article 14.

8.2 INAR 300 SUMMER INTERNSHIP II (Office Internship): The second mandatory internship entails building designs, drawings, presentation and other aforementioned activities in architectural offices or firms. Students are required to complete their office internships in 30 workdays and are awarded with 2 ECTS credits. Further details about the office internship are provided in Article 15. SEC 201 and SEC 202 Courses are pre-requisites for the office internship.

8.3 INAR 400 SUMMER INTERNSHIP III (Construction Site Internship): The third mandatory internship entails shell and core construction (rough work), fine construction, and other construction site activities, as well as business and construction management. Students are required to complete their construction site internships in 30 days and are awarded with 4 ECTS credits. Further details about construction site internships are explained detailed in Article 16. SEC 201 and SEC 202 Courses are perquisites for the construction site internship.

9. INTERNSHIP PERIODS AND SPECIAL CIRCUMSTANCES

Except for special circumstances that are acceptable by the Faculty Executive Board, internships must be completed outside the teaching and exam periods.

10. EMPLOYER SELECTION AND APPROVAL FOR INTERNSHIPS

All employers must be approved by the Internship Committee. Students are required to submit the Mandatory Internship Information Form (ANNEX 1), which provides general information about the employer and includes the letter of acceptance issued by the company representative to confirm the student has been accepted as an intern by the employer, to the Faculty Secretary in the Spring semester until the deadline announced by the Faculty. All relevant documents and reports must also be included in the standard internship file.

11. EVALUATION OF INTERNSHIPS

Internships will be evaluated by the Internship Committee based on the feedbacks received from the internship supervisor at the employer. In order to be eligible for evaluation; all required documents and reports must have been duly submitted, the employer must have been approved, and all

deadlines and guidelines must have been observed. Any deficiencies will be corrected by the students in accord with the suggestions of the committee. Internship files which are not in compliance with the rules and regulations will be rejected by the committee.

12. INTERNSHIP COMMITTEE

Each committee member will serve for 3 years. The committee will be made up of at least two faculty members. The committee is responsible for ensuring that internships are completed and evaluated in compliance with the internship guidelines. The committee will hold a meeting to provide verbal and written answers to the questions of students regarding internships. During the meeting, further details about the required reports and documents will be provided. The date of the meeting will be announced to students by the Internship Committee.

13. LIABILITY TO FOLLOW THE EMPLOYER'S POLICY AND PROCEDURES

Students are considered to have accepted and agreed to follow the rules and regulations effective in the field of internship they have chosen. Furthermore, interns are also liable with adhering to their employers' policy and procedures. Should it be stated on the Intern Evaluation Form that the student has acted in breach of the effective policy and procedures, the internship will not be accepted.

SPECIAL CAUSES

14. PRINCIPLES OF RESEARCH INTERNSHIPS

14.1 Purpose

The purpose of research internships is to allow students to gain experience by participating in an ongoing scientific or professional research project either as a research or research assistant, or by working in summer schools, workshops, professional events (extracurricular), archeological excavations, documentations and field studies. The research internship can be completed in one of the following two fields:

- a. Scientific or professional research projects.
- b. Summer schools, workshops, professional events (extracurricular), architectural documentation and field studies in archeological excavation sites and/or historical sites and/or historical buildings.

14.2 Documents and Reports Required at the End of the Research Internship

Internship Logbook

The Internship Logbook is a notebook to be filled out by students on a daily basis throughout their internships and to be approved by the internship supervisor.

Report

The report should include the general description, purpose and scope of the work carried out during the internship, general introduction of relevant people and institutions in charge of the work, as well as individuals and/or groups that participated, and the type and content of the subjects studied. To this end, the detailed description of the work personally performed by the intern, and printed or written documents related to the research or activity should also be included in or attached to the report.

Certificate of Achievement

A copy of the certificate of achievement issued at the end of a summer school or a workshop in recognition of the student's successful completion of program should also be enclosed in the internship envelope.

Intern Evaluation Form (Annex 2)

This document will be filled out by the internship supervisor of the student at the employer. Students are expected to submit this form to their supervisors at the beginning of their internships. At the end

of the internship, the supervisor must return the form back to the students, signing both the form and the envelope, and the signed document in the signed and sealed envelope should then be submitted by the students to the Faculty in an envelope along with the rest of the internship documents.

15. PRINCIPLES OF OFFICE INTERNSHIPS

15.1 Purpose

The primary purpose of Office Internships is to offer students the opportunity to put the skills and experience they have gained during their architectural design classes into practice. In addition, the office internship also aims to equip students with new knowledge and skills, allowing them to experience real-life architectural design and project applications and to work in interdisciplinary fields. Another aim of the office internship is to provide guidance to interns about their future careers and tracks. SEC 201 and SEC 202 are prerequisite courses for this internship.

15.2 Documents Required at the End of the Office Internship

Students who complete their office internships are required to submit the following documents to the Internship Committee for the assessment of the internship. These documents should

- Be related with the level of knowledge and skills the student possesses.
- Provide convincing and clear evidence that the work is completed by the student
- Be presented clearly in a specific layout.

Office Logbook (Internship Logbook)

The Internship Logbook will be treated and kept as the Office Logbook by office interns. Daily activities carried out in the office, as well as designs, drawings and models etc. created by the student should be recorded in the office logbook. The logbook should be filled out in accord with the rules written in the internship logbook.

Report on the Office Work

In addition to the information above, students who complete their office internships are required to prepare a report detailing their roles and responsibilities at the office during their internships. Students are expected to provide an in-depth analysis of the work they have carried out during their internships, reflecting their knowledge as undergraduate architecture program students.

Drawings and Other Outputs Produced During the Office Internship

At the end of the office internship, all interns are required to submit in a folder copies of the documents related to the work they have personally carried out during their internships. All documents must be placed in the order specified in the internship logbook. The folder should include the documents including but not limited to: architectural design studies, architectural projects, detail drawings, perspectives, model photos, etc.

Intern Evaluation Form (Annex 2)

This form will be filled out by the authorized internship supervisor at the employer. Students are expected to submit this form to their supervisors at the beginning of their internships. At the end of the internship, the supervisor must return the form back to the students, signing both the form and the envelope, and the signed document in the signed and sealed envelope should then be submitted by the students to the Faculty in an envelope along with the rest of the internship documents.

16. PRINCIPLES OF CONSTRUCTION SITE INTERNSHIPS

16.1. Purpose

The purpose of Construction Site Internships is to ensure that interns can observe and get familiarized with how a construction site works, its physical and human resources as well as the relationship between them and the progress of work. The student must learn at least one specific

task in detail; therefore is expected to take an active role to fulfill the relevant task at the construction site. SEC 201 and SEC 202 are prerequisites for this internship.

16.2. Documents and Reports Required at the End of the Construction Site Internship

Students who complete their construction site internships are required to prepare all of the following documents and reports as required; and submit them to the Internship Committee at the end of their internships.

Construction Site Logbook (Internship Logbook)

The Internship Logbook should be considered and kept as the Construction Site Logbook by construction site interns. Visual and textual information regarding important daily activities carried out at the construction site and the progress of the work and specific tasks performed by the intern should be recorded in the construction site logbook.

Report on Construction Site Structure and the Specific Work

The report on the structure of the construction site should provide a brief summary of the process and hierarchical structure of the construction site. Tasks performed at construction sites include construction management; preparation of quantity surveys and progress payments; scheduling; material, equipment and human resources management; procurement; administrative services; cost control; accounting; finance and subcontractor management. The student is expected to learn at least one of these specific tasks in detail by taking an active part in its progress. At the end of the internship, the student will prepare a report summarizing the tasks performed. The format of the report is described in detail on the FORM.

Intern Evaluation Form (Annex 2)

This document will be filled out by the internship supervisor of the student at the employer. Students are expected to submit this form to their supervisors at the beginning of their internships. At the end of the internship, the supervisor must return the form back to the students, signing both the form and the envelope, and the signed document in the signed and sealed envelope should then be submitted by the students to the Faculty in an envelope along with the rest of the internship documents.

17. PROCESS

17.1. APPROVAL OF THE EMPLOYER BY THE INTERNSHIP COMMITTEE

After the student is recruited as an intern by the employer, s/he will be handed the "Mandatory Internship Information Form (Annex 1), which is to be filled out by the internship supervisor at the employer. The student is then required to submit this form to the Internship Committee for approval. Once the approval is granted, the student must register for the mandatory internship courses. It is of utmost importance to follow all the steps described in related forms.

17.2. INFORMATION AND PROCEDURES REGARDING THE INTERNSHIPS

Students are required to consult to the Faculty Secretary for all inquiries about mandatory internships. The Faculty Secretary will also provide students with a document confirming that their insurance premiums (SSK) will be covered by Özyeğin University. Students are expected to submit this form to their employers.

17.3. DOCUMENTS TO BE SUBMITTED TO THE FACULTY SECRETARY AT THE LATEST 1 WEEK PRIOR TO THE COMMENCEMENT OF INTERNSHIPS

- Mandatory Internship Information Form
- Copy of National Identity Card
- Certificate of Residence (certified by the Registration Office or the *mukhtar*)
- Health Insurance Contract (signed at the Faculty Secretary's Office)

- Original copy of the Student Certificate

Faculty Secretary will file these documents and share them with Human Resources. In case the end date of internship changes, the student is required to inform the Faculty Secretary.

17.4. DATA INPUT AND DOCUMENTATION BY HUMAN RESOURCES

Social Security (SGK) procedures will be completed by Human Resources. The statement of employment will be emailed to the student.