# FENERBAHÇE UNIVERSITY

# FACULTY OF ARCHITECTURE AND DESIGN

# DEPARTMENT OF INTERIOR ARCHITECTURE AND ENVIROMENTAL DESIGN

# INTERNSHIP PRACTICE PRINCIPLES

1. **Definition:**

The aim of the internships is for Interior Architecture and Environmental Design Department students to have the opportunity to put into practice the knowledge they have learned throughout their undergraduate education and to establish relationships with work principles and professional groups. Internships provide the students a chance to improve themselves and plan for their future.

1. **Term of Internship and Subject**

The internships included in the Interior Architecture and Environmental Design Department education plan that must be completed successfully before graduation are Bureau (Office) Internship I or Research Internship, and Construction Internship II. Both are carried out over 30 workdays.

**Internship I (Bureau Internship):** The aim is for students to have the opportunity to practice the skills and knowledge they have acquired and have experience in jobs they can do in their professional life and the fields in which they can work at. For this reason, students are expected to contribute to the stages of research, design, illustration, documentation, etc. during their internship. Internships at: architecture, interior architecture, and design bureaus; public-private establishments and it related departments; university research centers and research projects, relevant Professional Chambers are made with the approval of the internship commission.

Bureau Internship: can be carried out in two different ways as Bureau Studies and Research Studies.

**Bureau Studies:** Gaining new knowledge and skills is essential by seeing the applications in the field of design and project designing on site during the internship. Students can gain experience in fields of architecture and interior architecture, the process of project designing, project illustrations, application, and project management, presentation, and model works are gained. The content of the internship notebook should include documents related to architecture and interior architecture such as activities carried out in the office every day, design, detail drawings, model photographs, etc. made by the student.

**Research Studies:** With research studies, it is aimed for students gain experience in architecture and interior architecture research by taking part in an ongoing scientific or professional research project, summer school, workshops, professional activities (excluding courses), archaeological excavation, documentation and field studies in historical sites. In the content of the internship journal, the general definition, purpose and content of the study, the persons and institutions that organized the study, the introduction of the participating group and/or persons, the type and nature of the subjects covered should be stated. A detailed explanation of the personal work carried out in this context will be included in the report or appendix of the printed or written documents related to the research or activity. At the end of summer schools and workshops, a copy of the document showing that the student's work was successful will be placed in the internship envelope.

**Internship II (Construction Internship):** construction internship is carried out by monitoring of projects and applications in the construction site environment, work, and process follow-up, preparing a file and reporting of the work done. Within the scope of the construction site internship, the student is expected to work in at least one of the works related to the implementation stages of the projects, rough and fine construction works, manufacturing detail applications, workflow and control processes, progress payment and quantity preparation, materials, etc., and learn the details of the job in question.

Construction Internship: Construction internship can be done at construction sites of institutions, organizations, and construction companies in the public or private sector that are deemed appropriate by the internship commissions (private offices must have an office registration document approved by the relevant professional chamber).

1. **Place of Internship and Provision**

Departments make the necessary attempts with the workplaces in order to facilitate the students to find internship places of the desired quality, but the responsibility of finding suitable internship places belongs entirely to the student. Workplace changes cannot be made without the approval of the Internship Commission. The internship conducted under these conditions is considered invalid.

The student contacts the appropriate workplaces for internship placements. Internships can be carried out in public or private sector enterprises in Turkey or abroad approved by the Internship Commission.

Students who will do internship must apply to the internship commission with their forms and documents (Internship Application and Acceptance Form, diploma of the internship supervisor, passport size photo, Declaration and Commitment document). Documents submitted after this date are not accepted.

Students are obliged to prepare, monitor and ensure the completion of all documents specified by the internship commission during the internship. Students are obliged to submit the originals of the internship documents within the specified period (by hand or by cargo), provided that they are wet signed and sealed.

# Evaluation of Internship

➢The internship notebook is prepared in the department's language of instruction.

➢The internship notebook must be prepared with at least one page for each day and must be supported by photographs, drawings and project printouts.

➢ The internship notebook must be submitted in printed form.

➢Each page of the internship notebook must be signed and stamped by an authorized interior designer, architect or engineer for construction site internship.

➢ Internship Evaluation Form must be approved by the company official and must be signed and stamped.

must be submitted in a sealed envelope.

➢ Documents without signature, stamp or seal, with erasures or improper corrections in the date or content sections are not accepted.

➢ Internship applications that repeat similar topics, do not contain documents, are inconsistent or sloppy are considered invalid.

➢ The Internship Commission may request an oral presentation of the internship work when deemed necessary.

➢Internship file deficiencies that require correction as a result of the Internship Commission evaluation must be completed and submitted to the Internship Commission within 1 week at the latest. If the student does not submit the corrected documents within this 1 week, the internship is evaluated as Unsuccessful (U).

Internships are evaluated by the Departmental Internship Commission. Internships are evaluated as Successful, Unsuccessful, or Revision.

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|  | **CRITERIAS** | **POINTS** |
| **1** | Professional suitability of work done | 30 |
| **2** | Quality of work and internship workplace  | 20 |
| **3** | Arrangement of internship journal and method of expression  | 30 |
| **4** | Visual presentation methods | 10 |
| **5** | Evaluation of internship form record  | 10 |
|  | **TOTAL** | **100** |