

**FENERBAHÇE UNIVERSITY**  
**FACULTY OF ENGINEERING AND ARCHITECTURE**  
**ARCHITECTURE DEPARTMENT**  
**INTERNSHIP PRACTICE PRINCIPLES**

**1.Definition:**

Internships aim to enable Architecture Department students to transform the knowledge acquired during their undergraduate education into current practice, internalize working principles, and develop the skills to establish relationships with professional groups. Internships provide students with the opportunity to enhance their professional and ethical knowledge and to plan their careers.

**2.Internship Topic and Duration**

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

**Internship I (Bureau Internship):** The aim is for students to consolidate the knowledge and skills they have acquired during their architectural education in design and production processes, and to gain experience in the types of work and fields they can engage in during their professional careers. For this reason, during the internship, students are expected to contribute to stages such as research, design, drawing, documentation, etc. With the approval of the internship commission, internships can be undertaken in architecture and design offices, public and private institutions and their relevant departments, university research centers and projects and relevant Professional Chambers.

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

**Bureau Studies:** During the internship period, it is essential to gain new knowledge and skills by observing applications in the fields of design and project planning. Students will gain experience in the design process of architectural projects, project drawings, implementation and project management, presentation, and model making. The Office Internship can be carried out under the supervision and approval of an architect with at least 5 years of professional experience who is registered with a professional chamber. The internship journal should include activities carried out in the office daily, documents related to architecture such as designs made by the student, detailed drawings, model photographs, etc.

**Research Studies:** The aim is for students to gain experience in architectural research by participating in ongoing scientific or professional research projects, summer schools, workshops, professional activities (excluding courses), archaeological excavations, documentation, and fieldwork in historic sites. The content of the internship journal should include a general description, purpose, and content of the work undertaken, the individuals and institutions organizing the work, an introduction to the participating group and/or individuals, and the types and characteristics of the undertaken subjects. A detailed explanation of the personal work carried out within this scope, along with printed or written documents related to the research or activity must be included in the report or its appendix. A copy of certificate of the student proving successful completion of summer schools and workshops will be included in the internship envelope.

**Internship II (Construction Internship):** Construction internship is carried out in the construction site environment by monitoring projects and applications, tracking work and processes, and preparing reports and files on the work conducted. During the construction site internship, students are expected to work on at least one of the following tasks and learn its details: project implementation processes, rough and fine construction works, manufacturing detail applications, workflow and control processes, payment and quantity preparation, materials, etc. and learn the details of the job in question.

**Construction internship;** can be done at construction sites of institutions, organizations, and construction companies in the public or private sector deemed appropriate by the internship commission (private offices must have an office registration document approved by the relevant professional chamber). The construction site internship must be carried out under the supervision and approval of an architect or civil engineer with at least 5 years of professional experience who is registered with a professional chamber.

### **3. Internship Places, Provision, and Application**

Departments facilitate students in finding suitable internship sites by making necessary efforts with workplaces, but the responsibility for finding appropriate internship places rests entirely with the student. Workplace changes cannot be made without the approval of the Internship Committee, internships conducted under these conditions will be considered invalid.

Students should contact suitable workplaces for the provision of their internship places. Internships can be conducted at public or private sector enterprises, either national or international, as approved by the Internship Commission.

Students must submit all forms and documents (Appendix 3 - Internship Application and Acceptance Form, the diploma of the internship supervisor, passport-sized photo, Declaration and Commitment document) to the Internship Committee by the final application deadline announced in the internship calendar. Documents submitted after this date will not be accepted.

During the internship, students are required to prepare, monitor, and provide all documents specified by the Internship Commission. The original copies of the internship documents, with wet signatures and stamps, must be delivered within the specified timeframe (either by hand or by post-office).

#### **4. Evaluation of Internship**

- The internship journal is prepared in the department's language of instruction.
- The internship book should be prepared by allocating at least one page for each day, and should be supported with photographs, illustrations, and project printouts.
- If there is no space left on the relevant page for the necessary (such as USB memory etc.), they should be included as an appendix to the journal.
- Each page of the Internship Journal must be signed by an authorized interior architect, architect, or engineer for construction internship.
- The Internship Evaluation Form must be approved by the company representative, and it must be signed, stamped, and submitted in a sealed envelope.
- Documents that do not have signature, stamp or seal, have erasure or improper corrections made at date or content sections are not accepted.
- Internship practices that repeat similar subjects, that do not contain documents, that are inconsistent or careless, are considered invalid.
- The Internship Commission may request an oral presentation of internship studies when deemed necessary.
- The deficiencies in an internship document that require revisions as a result of the Internship Commission evaluation, must be completed within 1 week at the latest and submitted to the Internship Commission. If the student does not submit the revised documents within 1 week, their internship is evaluated as Unsuccessful (U).

Internships are evaluated by the Departmental Internship Commission. Internships are evaluated as Successful (S) / Unsuccessful (U).