# FENERBAHÇE UNIVERSITY

# FACULTY OF ENGINEERING AND ARCHITECTURE 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 Bureau internship can be carried out under the supervision and approval of an interior architect or architect with at least 5 years of professional experience.

The internship journal should contain documents related to architecture and interior architecture, such as: activities carried out in the office every day, the design made by the student, detailed illustrations, model photographs, etc.

**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). Construction Internship must be carried out under the supervision and approval of an interior architect, architect, or civil engineer with at least 5 years of professional experience.

1. **Place of Internship and Provision**

The departments take necessary initiatives with the workplaces to facilitate finding the internship place with the attributes preferred by the students. However, finding suitable internship places is the student's own responsibility. The workplace cannot be changed without the approval of the Internship Commission. Internships made under these conditions are deemed invalid. The student contacts suitable workplaces for the provision of internship places. Internships may take place in public or private sector businesses, that are in the country or abroad, approved by the Internship Commission.

# 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 documents included in the Internship Journal must be submitted in digital format as well.
* 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 month at the latest and submitted to the Internship Commission. If the student does not submit the revised documents within 1 month, their internship is evaluated as Unsuccessful.

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** |