



# FACULTY OF ARCHITECTURE, DESIGN & FINE ARTS 2014

## Internship Policy

During the internship, the students encounter with the professionals and real life tasks, so they have a better chance to prepare themselves for the industries needs and decide on their exact field of professional interest. **At the end of the 26 days of internship, which is performed after the 2<sup>nd</sup> and 3<sup>rd</sup> year of the bachelor studies, the students write a report about their internship where they summarize every steps of their internship experience.** The internship report of the student is then judged by the internship evaluation committee.

### How to Choose a Company

The company at which internship can be performed must have:

- **Architecture Department:** At least one Architect.
- **Interior Design Department:** At least one Interior Designer.
- **Graphic Design Department:** At least one Graphic Designer.
- **Painting Department:** At least one Artist.

## **Purpose of Internship**

### **ARCH-ARC 300**

Off campus study gives an opportunity to students to demonstrate the interrelationship between theoretical principles of architecture as a profession and their application in practice. The goal of the first internship is to provide effective professional preparation for students through field experience. The cooperative relationship between the business and academic learning should be enhanced. The student intern is responsible to keep a journal/diary of their daily experience. The internship is usually scheduled in summer for duration of twenty four (26) working days. The purpose of this assignment is to initiate the student into an awareness of professional firms and to provide an overview of on-site learning.

### **ARCH-ARC 400**

The internship program is designed to expose students to a collaborative, professional office environment and a team of experienced design professionals. The goal of the second Internship is to provide effective professional preparation for students through office experience. The cooperative relationship between the business and academic learning should be enhanced. Students will be exposed to both the creative and business environment. Assignments will vary and include project research, site visits, sketching, computer production, design reviews, and assisting on marketing proposals. The student intern is responsible to keep a journal/diary of their daily experience. The internship is usually scheduled in summer for duration of twenty four (26) working days. The purpose of this assignment is to initiate the student into an awareness of professional firms and to provide an overview of office culture.

### **IDES-INT 300**

Off campus study gives an opportunity to students to demonstrate the interrelationship between theoretical principles of architecture as a profession and their application in practice. The goal of the first internship is to provide effective professional preparation for students through field experience. The cooperative relationship between the business and academic learning should be enhanced. The student intern is responsible to keep a journal/diary of their daily experience. The internship is usually scheduled in summer for duration of twenty four (26) working days. The purpose of this assignment is to initiate the student into an awareness of professional firms and to provide an overview of on-site learning.

### **IDES-INT 400**

The internship program is designed to expose students to a collaborative, professional office environment and a team of experienced design professionals. The goal of the second

Internship is to provide effective professional preparation for students through office experience. The cooperative relationship between the business and academic learning should be enhanced. Students will be exposed to both the creative and business environment. Assignments will vary and include project research, site visits, sketching, computer production, design reviews, and assisting on marketing proposals. The student intern is responsible to keep a journal/diary of their daily experience. The internship is usually scheduled in summer for duration of twenty four (26) working days. The purpose of this assignment is to initiate the student into an awareness of professional firms and to provide an overview of office culture.

### **GRAD-GRA 300**

A field based learning opportunity for professional work experience outside the classroom. Students choose full time work in an area of specific interest as a link to the professional world of Graphic Design.

### **GRAD- GRA 400**

Students are required to pursue an internship with a logical Graphic Design firm, whose work is directly related to that student's intended area of professional concentration. Interns will observe and participate in all office procedures permitted by their place internship. Students with prior documented work experience in the field may be granted an exception from the internship requirement, with the approval of the Graphic Design Program Director.

### **ART 300**

This program involves visiting of a designated professional environment for a designated period of time. During this time the student is required to observe processes involved in the discovery and development of artistic sensibilities and register them for study.

### **ART 400**

This program proceeds ART 300 where the students are familiarized themselves with artistic engagements in their chosen area them demonstrate their understanding within self-directed projects as agreed with their supervisor.

### **Eligibility to Perform Internship**

To eligible for internship and internship evaluation any student has to satisfy the following condition:

Students cannot start their internship before their **1<sup>st</sup> year**.

- a. For **1st internship** (ARCH300/ ARC300/ IDES300/ INT300/ GRAD300/ GRA300/ ART300), students can start their internship at the end of 1st academic year.
- b. For the **2nd internship** (ARCH400/ ARC 400/ IDES400/ INT400/ GRAD400/ GRA400/ ART400), students can start their internship at the end of 2nd academic year.

### **How to Apply for Internship**

1. Every student has to download the internship log book from the website of the faculty, ‘**architecture.gau.edu.tr**’. After finishing internship, filled and approved log book should be **submitted** to Department’s Internship Coordinator in a **company sealed, stamped and signed envelope**.
2. If the log book is not received in sealed, signed and closed envelope, the internship will not be evaluated.

### **How to Fill Internship Log Book**

1. The summer training is minimum **26 days** and it is compulsory for graduation.
2. Students can divide their internship in to two, and that has to be between the same semesters.
3. After finishing the internship, the student must fill the **Log Book** and **CD** which includes photographs, plans, specifications, detailed analysis and etc. to support his or her internship report, and submit both of them together in **company stamped, sealed and signed envelope**.
4. The assessment form page 3, 4, 18 and 19 should be **completed, stamped and signed by the company manager/ supervisor** at the end of the internship period.
5. Student has to mark the department and internship code at the 1<sup>st</sup> page, from proper code table.
6. Log book have to fill in **English**. If student filled the log book with any other languages, he or she will be failed from internship.

7. Log book, internship part, has to be filled by **hand writing** by the owner of the internship/ student.
8. Each date should be written like a **daily report with hand writing** by the owner of the internship/ student.

### **Announcement of the Results and Objection to Internship**

1. Each student who is about to start internship should obtain a “Internship Log Book”. In this log book general information on internship and the necessary forms are given. The student records daily for internship all the work he/she performed according to the department internship programmed during the internship period, and later pass these records into the log book accordance with the “Contents of Internship Log Book” required. **The student submits the report to the internship evaluation coordinator within one month of the following semester as stamped, sealed and signed envelope. The results will be announced within 2 weeks following the of deadline submissions of the log books.**
2. Objection to the grade shall be made in writing to the department head within one week the latest following the date of results announced. Head of Department forms a commission consisting of instructors including those of the relevant course and announces the result in at least a week. Evaluation of the department head is notified to the Faculty Executive Board for approval and the result is notified in writing to the student within one week the latest. In case of any decision to change the final term grade, this is presented to the Faculty Executive Board with a 'Grade Change Form' accompanied with reasons.
3. If the **students failed from the internship before**, he/she **cannot perform the internship at the same company once again**. If internship repetition is performed at the same company, the internship will not be evaluated.