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MIDDLE EAST TECHNICAL UNIVERSITY  
DEPARTMENT OF ARCHITECTURE  
ANKARA – TURKEY

Dear Supervisor,

M.E.T.U Faculty of Architecture, Department of Architecture is greatly concerned with synthesizing practical training with theoretical studies. An outcome of this concern is the compulsory Summer Practice courses for the first, second, and third-year students in the Undergraduate Program of the Department. The student must fulfill these courses' requirements to graduate with a B.ARCH Diploma.

The *Arch 290 – Internship in Construction Site* is conducted at the end of the second year. It aims to provide the students with the necessary experience by making them directly join and monitor site activities. The summer practice lasts *30 work days*, and it is very important for the students to monitor different work processes during the internship. A list of possible work items has been provided as an appendix to this letter, and students must monitor at least 10 of these items during the selected internship period.

According to Law no. 5510, “Social Security and General Health Insurance”, a statement of employment will be issued, and the premium of the *Insurance of Occupational Accidents and Professional Diseases* will be paid by the University. To make this happen, the student needs to be informed about the address and the exact start/finish dates of the internship at least 30 days before the commencement day of the internship. To start the insurance, it is also necessary that the student inform the University about this information.

Finally, we kindly request you submit the *evaluation form* to the student in a sealed and signed envelope after the work period to complete the grading process.

I thank you in advance on behalf of our students for your invaluable contributions to our school's educational program.

With my best regards.

Assoc. Prof. Dr. A. Berrin ÇAKMAKLI  
Chairperson  
Department of Architecture



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ARCH 290 – INTERNSHIP IN CONSTRUCTION SITE  
LIST OF WORK ITEMS

**APPENDIX: AT LEAST 10 OF THE FOLLOWING MAIN WORK ITEMS ARE TO BE OBSERVED BY THE STUDENT DURING THE SUMMER INTERNSHIP PERIOD**

- 01 EXCAVATION WORK
  - 01.1. Site grading work, including retaining walls
  - 01.2. Basement excavation work, including shoring
  - 01.3. Foundation / footing excavation work
  - 01.4. Trench excavation work (for utilities such as water and sewage), including sheet piling
- 02 LANDSCAPING
  - 02.1. Surface preparation work and seeding for ground cover
  - 02.2. Planting work (seedlings, saplings, etc.)
  - 02.3. Hard landscaping (pavings, borders, planting boxes, etc.)
  - 02.4. Irrigation and drainage installation work
  - 02.5. Exterior amelioration work (pergolas, gazebos, trellises, etc.)
  - 02.6. Perimeter and other exterior walling
- 03 FOUNDATION AND BASEMENT CONSTRUCTION WORK
- 04 FLOOR CONSTRUCTION WORK ON / AT GRADE
- 05 FLOOR CONSTRUCTION WORK ABOVE GRADE, INCLUDING STAIRS
- 06 ROOF CONSTRUCTION WORK
- 07 ROOF CLADDING WORK
- 08 PROOFING AND INSULATION WORK
- 09 ROOF / TERRACE / BALCONY DRAINAGE WORK (guttering, flashings, cesspools, spouts, downleads, drains, etc.)
- 10 EXTERNAL WALLING
- 11 FINISHING / CLADDING WORK TO EXTERNAL WALLING
- 12 INTERNAL WALLING AND PARTITIONS
- 13 FINISHING / CLADDING WORK TO INTERNAL WALLING
- 14 FLOOR LAYING AND FINISHING, INCLUDING STAIRS
- 15 CEILING WORK, INCLUDING STAIR SOFFITS
- 16 JOINERY PRODUCTION WORK (timber / metal doors, windows, skylights, etc.)
- 17 JOINERY INSTALLATION WORK
- 18 JOINERY FINISHING WORK
- 19 PLUMBING INSTALLATION WORK (water supply and discharge)
- 20 ELECTRIC CIRCUITRY INSTALLATION WORK (power and telecommunication)
- 21 HEATING, VENTILATION AND AIR-CONDITIONING (HVAC) INSTALLATION WORK
- 22 FITTING-OUT WORK (installation of sanitary, electrical and other fittings)
- 23 METAL WORK (grilles, railings, gratings, etc.)
- 24 DECORATIVE AND / OR PROTECTIVE PAINTWORK
- 25 GLAZIER'S WORK
- 26 CABINETWORK (counters, cupboards, built-in closets, etc.)
- 27 MECHANICAL EQUIPMENT INSTALLATION WORK (lifts, moving stairs, etc.)
- 28 ELECTRICAL EQUIPMENT INSTALLATION WORK (transformers, power distribution panels, fuse boxes, switchboards, etc.)
- 29 INFRASTRUCTURE (utilities manholes, sewage junction boxes, tile fields, pavements, etc.)
- 30 INSTALLATIONS FOR FIRE-FIGHTING, SECURITY AND / OR USER SAFETY



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ARCH 290 – INTERNSHIP IN CONSTRUCTION SITE  
INSTRUCTIONS SHEET

Please read carefully and check each step that you have carried out:

- [ ] The student shall fill the **Summer Practice Record Sheet** with the necessary information.
- [ ] The student shall get the approval of the **Site Supervisor**.
- [ ] The student shall get the Department's approval and keep the **Summer Practice Record Sheet** until it is submitted with the **work report**.
- [ ] It is compulsory to have the "Insurance for Occupational Accidents and Professional Diseases" to start the summer internship. The University will make insurance declarations and premium payments of the students who are supposed to do a compulsory internship and who are not covered by their parents. For this reason, students must fill in the forms that show the internship place, start/finish dates, personal information, and the declaration forms for Health Insurance. Students with foreign nationalities shall fill in the number assigned by the police for the "TC Kimlik No" cell.
- [ ] The forms, which can be accessed via the web page, must be filled in and submitted to the Office of Student Affairs as a print copy ("Internship Information Form" and "Insurance of Occupational Accidents and Professional Diseases Declaration Form") until the **last day of MAY**. Information received after this date will not be processed, and students who fail to have a Social Security Record will not be allowed to start their internship. Students may collect their Insurance Record Sheets from the Office of the Department's Secretary in June.
- [ ] For security reasons, the "Internship Information Form" and "Health Insurance Declaration Form" must NOT be left on public computers and deleted.
- [ ] If the summer internship is held abroad, these insurance forms must still be filled out. However, countries may request a more comprehensive "Work Accident Insurance" and/or "Health Insurance". This should be checked with the company and country concerned.
- [ ] The student shall deliver the **Summer Practice Evaluation Sheet** to the Site Supervisor on the first work day.
- [ ] The student makes sure that the Site Supervisor submits the **Summer Practice Evaluation Sheet** to the student on the last day of the Internship period in a **signed and sealed envelope**.
- [ ] **The Internship Reports** must be submitted to **ODTÜClass** by 17:00 o'clock **before the interactive registration dates** identified for undergraduate programs. The **Summer Internship Registration Form** and the **Summer Internship Evaluation Form (Certificate of Achievement)** must be submitted to the **Office of the Faculty Student Secretariat** by the same date. Late submissions and non-compliant reports will not be accepted.
- [ ] If the student is going to participate in the **Erasmus** program in the coming Fall semester, he/she is supposed to submit the **Work Report** before leaving. These students shall make the necessary corrections, if there are any, when they return to the country.
- [ ] Arch 290 – Internship in Construction shall be available only for **Fall Semesters**. With the consent of the Summer Practice Committee, the course may be available in the Spring Semesters for undergraduate transfer and Erasmus Programme students who could not register for the course in the Fall semester.

**REQUIREMENTS FOR THE WORK REPORT**

The Work Report is expected to describe, illustrate, and document aspects of the workplace, the work, and the phases of work participated in during the *Summer Internship*.

The summer practice report shall be prepared in English. Textual and graphical materials (drafts, sketches, drawings, photographs, etc.) to be used for the report must be **produced only by the student who prepared the report**. Any material other than those produced by the student should be selectively used and creatively processed to adapt the student's presentation scheme. Good visual organization is required in the presentation of verbal and graphic material.

ARCH 290 work reports will be presented as an online diary form available at ODTÜClass. The reports are composed of five main sections:

- 1) Descriptive information about the facility
- 2) Contractors' plant and personnel
- 3) Graphic information about the facility
- 4) Diary of work
- 5) Diary of evaluation

All spaces in sections 1 and 2 shall be filled with appropriate information. If anything is unavailable, the term "**Not Applicable (N.A)**" shall be filled in. Different work items should be reported for each day. Work descriptions should be supported with the necessary number of images/figures/sketches. Photographs shot during the Internship period shall be depicted on the appropriate graphic information sheet(s) with **date and number**.

For each working day, there must be exactly one page of "Diary of Work" and "Diary of Evaluation," which is presented one after the other. Consequently, the report shall include sections 1, 2, and 3, as well as 30 pages of sections 4 and 5. Please check the department's website for a graphical explanation of how to organize the reports (<http://archweb.metu.edu.tr/en/arch-290>).



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ANKARA – TURKEY

ARCH 290 – INTERNSHIP IN CONSTRUCTION SITE

Student's Name / Surname : .....

Class / ID no : ..... / .....

Summer Internship Code : ARCH 290

Required Work Duration : 30 work days

Work Period : ..... / ..... / ..... – ..... / ..... / .....

Company : .....

Internship Address : .....

County : .....

City : .....

Country : .....



APPROVAL OF THE WORKPLACE

We approve that the student named above will be employed as an intern in our construction site working ..... days per week and between ..... / ..... / ..... – ..... / ..... / .....

Name / Surname : .....

Title / Position : .....

Seal / Signature :

APPROVAL OF THE METU DEPARTMENT OF ARCHITECTURE

The student named above is approved to work as an intern at the stated construction site between ..... / ..... / ..... – ..... / ..... / .....

Name / Surname : .....

Title / Position : .....

Seal / Signature :



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DEPARTMENT OF ARCHITECTURE  
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ARCH 290 – INTERNSHIP IN CONSTRUCTION SITE  
ACCOMPLISHMENT SHEET  
CONFIDENTIAL<sup>#</sup>

Student's Name / Surname : .....

Class / ID no : ..... / .....

Summer Internship Code : ARCH 290

Required Work Duration : 30 workdays

Work Period : ..... / ..... / ..... – ..... / ..... / .....

Company : .....

Internship Address : .....

County : .....

City : .....

Country : .....



EVALUATION OF THE RELATED PERSON

Interest into the Work	Success	Attendance
<input type="radio"/> Excellent	<input type="radio"/> Excellent	<input type="radio"/> 30 days of attendance
<input type="radio"/> Very Good	<input type="radio"/> Very Good	<input type="radio"/> 1-2 days of absenteeism
<input type="radio"/> Good	<input type="radio"/> Good	<input type="radio"/> 3-4 days of absenteeism
<input type="radio"/> Satisfactory	<input type="radio"/> Satisfactory	<input type="radio"/> 5-6 days of absenteeism
<input type="radio"/> Unsatisfactory	<input type="radio"/> Unsatisfactory	<input type="radio"/> 7 or more days of absenteeism

Please state the exact time interval that the student has worked

..... / ..... / ..... – ..... / ..... / .....

Evaluations / Opinions: .....

.....

.....

.....

.....

.....

Name / Surname : .....

Work Title : .....

Seal / Signature :

<sup>#</sup>Please submit this form in a sealed and signed envelope to the student after the work period.