

ARCH 390 INTERNSHIP FORMAT

Students enrolled to the Arch390 internship, are expected to finish 30 working days in an architectural office. 1/3 of this period can be pursued in a related field (Archeological excavations, city planning or industrial design office, workshops etc.). You are asked to bring the assessment reports from all of the places you worked.

Students who finished the Arch 390 internships are to submit their forms digitally to the MetuClass system following the specifications below. Internship reports are to be ready and submitted by the end of the ADD-DROP dates in a digital A3 landscape format. Keep in mind that the language of the report is English.

Office assessment reports are to be submitted to the student affairs secretarial office in the sealed envelopes. These reports are to be filled by the office and should include your **portrait photos**.

- 1- The visual and written records of your internship(s) should be compiled as a single file, not as separate files.
- 2- The format is to be **PDF**
- 3- Check the quality and legibility of the images as well as the language. Please write down your experience with good English. Graphic organization of the reports matters (colors, typography etc.)
- 4- Even if the project is regarded as classified and not to be disclosed in your portfolios by the office, put enough visual and textual material to document your own contributions. (Resolution of the images can be arranged accordingly)
- 5- The file should have the following (in the following order)
 - Title page
 - Description of the office (field of expertise, staff, organization schema etc.)
 - Written and visual documents of your study. It is not a publicity document of the office but record of your own efforts and experience. Explain and describe what you have accomplished in the office on a daily or weekly basis. Works you have been personally involved with are to be documented by sketches, notes, photographs etc. It can be organized as a daily or weekly log
 - Your overall assessment of the Arch390 experience.