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Dear Supervisor,

M.E.T.U Faculty of Architecture, Department of Architecture is greatly concerned with the synthesis of 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 has to fulfill the requirements of these courses in order to graduate with a B.ARCH Diploma.

The *Arch 290 – Internship in Construction Site* is conducted at the end of the second year and it aims to provide the students with the necessary experience by making them directly join and monitor site activities. The duration of the summer practice is *48 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 it is *necessary* that students monitor at least 15 of these items during the selected internship period.

According to the 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. In order to make this happen, the student needs to be informed about the address and the exact start / finish dates of the internship at least 20 days before the commencement day of the internship.

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

I thank you in advance on behalf of our students for your invaluable contributions to the educational program of our school. With my best regards,



Prof.Dr.T. Elvan ALTAN,  
Chairperson  
METU, Department of Architecture



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MIDDLE EAST TECHNICAL UNIVERSITY  
DEPARTMENT OF ARCHITECTURE  
ANKARA – TURKEY

ARCH 290 – INTERNSHIP IN CONSTRUCTION SITE  
LIST OF WORK ITEMS

**APPENDIX: AT LEAST 15 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

