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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* 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 *36 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.F.Candaş BİLSEL
Chairperson
METU, Department of Architecture



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DEPARTMENT OF ARCHITECTURE
ANKARA – TURKEY

ARCH 290 – INTERNSHIP IN CONSTRUCTION
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



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ARCH 290 – INTERNSHIP IN CONSTRUCTION
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 approval of the **Department** and shall keep the **Summer Practice Record Sheet** until it is submitted with the **work report**.
- [] It is compulsory to have the “Insurance for Occupational Accidents” in order to start the summer intemship. Insurance declarations and premium payments of those students who are supposed to do a compulsory intemship will be done by the University. For this reason, students must fill in the forms which show the intemship 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 for internship explanations must be filled in and submitted to the Office of the Student Affairs as a print copy (“Internship Information Form” and “Health Insurance Declaration Form”) until the **last day of MAY**. Information received after this date will not be processed at all and students failing to have the Social Security Record are not allowed to start their Intemship. Students may collect their Insurance Record Sheets from the Office of the Department’s Secretary in June.
- [] For security reasons “Internship Information Form” and “Health Insurance Declaration Form” must **NOT** be left at public computers and must be deleted properly.
- [] The student shall deliver the **Summer Practice Evaluation Sheet** to the Site Supervisor on the first day of work.
- [] 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.
- [] The student shall submit the **Work Report**, the **Record Sheet** and the **Evaluation Sheet** to the Department before the due date, which is the Friday 17:00 of the ADD-DROP period. Late submissions and those not fulfilling the requirements of the *Work Report* 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, 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 on Spring Semesters for undergraduate transfer and Erasmus Programme students who could not register to the course on Fall semester.

REQUIREMENTS FOR THE WORK REPORT

The Work Report is expected to describe, illustrate and document aspects of the work place, the work and the phases of work participated in during the *Summer Internship*. All verbal presentation and information will be written in architectural block-lettering utilizing guidelines and proper letter heights.

Graphic materials to be used for presentation and information (sketches, drawings, photographs, etc.) should be primarily those of **produced by the student**. Any other material than those of produced by the student should be selectively used and creatively processed to adapt the student’s scheme of presentation. Good visual organisation in presentation of verbal and graphic material is required.

ARCH 290 work reports will be presented on pre-formatted A3 size (29.7x42 cm) papers. Please check the Department’s web site for these papers. The reports are composed of five main sections:

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

All these sections must be printed using **both** sides of A3 paper. There has to be one page for sections 1, 2. All spaces in sections 1 and 2 shall be filled in with appropriate information. If anything is really not available, than the term “**Not Applicable (N.A)**” shall be filled in.

Number of sheets for Section 3 is optional. The graphic information needs to be pasted or photocopied on the appropriate space with **correct scale**. Photographs shot during the Internship period shall be depicted on the appropriate graphic information sheet(s) with **date, number and view direction**.

For each working day, there has to be exactly one page of “**Diary of Work**” and “**Diary of Evaluation**”, which is presented one after the other for each day. Therefore, the report shall include Sections 1., 2. and 3 and 48 pages of Section 4 and 5. Please check the Department’s web site to see a graphical explanation on how to organize the reports.



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ARCH 290 – INTERNSHIP IN CONSTRUCTION
INSTRUCTIONS SHEET

The Work-Report should be submitted by **binding** the whole report into a sheet of heavy **white cardboard** having the size of (29.7; 84+X cm.) where X is the thickness of the report. The format of the covering white cardboard is available at the Department's web site. Any use of **spiral binding** shall be omitted.

For further information about Summer Practices the students are recommended to visit the Department's web-page on a regular basis. (<http://archweb.metu.edu.tr>)



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ARCH 290 – INTERNSHIP IN CONSTRUCTION
RECORD SHEET

Student's Name / Surname	:	<div style="border: 1px solid black; padding: 10px; text-align: center;">Photograph of the Student</div>
Class / ID no	: /	
Summer Internship Code	:	ARCH 290	
Required Work Duration	:	36 work days	
Work Period	: / / – / /	
Company	:	
Internship Address	:	
County	:	
City	:	
Country	:	

APPROVAL OF THE WORK PLACE

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 in the stated construction site between / / – / /

Name / Surname :

Title / Position :

Seal / Signature :



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ARCH 290 – INTERNSHIP IN CONSTRUCTION
ACCOMPLISHMENT SHEET
CONFIDENTIAL[#]

Student's Name / Surname :

Class / ID no : /

Summer Internship Code : ARCH 290

Required Work Duration : 36 work days

Work Period : / / – / /

Company :

Internship Address :

County :

City :

Country :

**Photograph
of the Student**

EVALUATION OF THE RELATED PERSON

Interest into the Work	Success	Attendance
<input type="radio"/> Excellent	<input type="radio"/> Excellent	<input type="radio"/> 36 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 days or more absenteeism

Please state the exact time interval that the student have worked

..... / / – / /

Opinions:

Name / Surname :

Work Title :

Seal / Signature :

[#]Please submit this form in a sealed and signed envelope to the student after the work period.