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
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

Tel: +90 312 210 2203
Fax: +90 312 210 7966
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).
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 : .................................................................
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

<table>
<thead>
<tr>
<th>Interest into the Work</th>
<th>Success</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>Excellent</td>
<td>30 days of attendance</td>
</tr>
<tr>
<td>Very Good</td>
<td>Very Good</td>
<td>1-2 days of absenteeism</td>
</tr>
<tr>
<td>Good</td>
<td>Good</td>
<td>3-4 days of absenteeism</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Satisfactory</td>
<td>5-6 days of absenteeism</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>Unsatisfactory</td>
<td>7 or more days of absenteeism</td>
</tr>
</tbody>
</table>

Please state the exact time interval that the student has worked

........ / ....... / ........... — ....... / ....... / .........

Evaluations / Opinions: ..................................................................................................
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..................................................................................................
..................................................................................................
..................................................................................................
..................................................................................................
..................................................................................................
..................................................................................................
..................................................................................................
Name / Surname: .................................................................
Work Title: ..............................................................................................
Seal / Signature: ..............................................................................

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