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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 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 *24 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 10 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. In order to start the insurance, it is also necessary that the student inform the University about this information.

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. C n  BİLSEL
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 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 and Professional Diseases” in order to start the summer internship. Insurance declarations and premium payments of those students who are supposed to do a compulsory internship and who are not covered by their parents will be done by the University. For this reason, students must fill in the forms which 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 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 and students failing to have the 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 "Internship Information Form" and "Health Insurance Declaration Form" must **NOT** be left at public computers and must be deleted properly.
- [] If the summer internship will be held abroad, these insurance forms must still be filled. 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 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 in a **signed and sealed envelope**.
- [] The student shall submit the **Work Report**, the **Record Sheet** and the **Evaluation Sheet** to the Office of the Students Affairs of the Department and/or ODTÜClass before the due date which is the Friday 17:00 before the start of the courses. 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 an online diary form that will be available at ODTÜClass. 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 spaces in sections 1 and 2 shall be filled in with appropriate information. If anything is really not available, then the term “**Not Applicable (N.A)**” shall be filled in.

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, number**.

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 24 pages of Section 4 and 5. Please check the Department’s web site to see a graphical explanation on how to organize the reports (<http://archweb.metu.edu.tr/en/arch-290>).

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DEPARTMENT OF ARCHITECTURE
ANKARA – TURKEY

ARCH 290 – INTERNSHIP IN CONSTRUCTION SITE
RECORD SHEET

Student's Name / Surname :

Class / ID no : /

Summer Internship Code : ARCH 290

Required Work Duration : 24 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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**MIDDLE EAST TECHNICAL UNIVERSITY
DEPARTMENT OF ARCHITECTURE
ANKARA – TURKEY**

**ARCH 290 – INTERNSHIP IN CONSTRUCTION SITE
COVID PETITION**

To: Middle East Technical University, Department of Architecture, Ankara;

I would like to do a face-to-face internship at the workplace with the full address below. I take all responsibility against the risks that may occur due to the pandemic and I undertake that if I do not complete my internship without excuse, the insurance for occupational health and accidents premium payment will be covered by myself.

Student's Name / Surname :

Class / ID no : /

Summer Internship Code : ARCH 290

Required Work Duration : 24 work days

Work Period : / / – / /

Company :

Internship Address :

County :

City :

Country :

Signature :

APPROVAL OF THE WORK PLACE

The request of the above student, who requested a face-to-face internship at our workplace, is appropriate. All necessary precautions against COVID-19 in our workplace have been taken and the workplace is suitable for work / internship.

Name / Surname :

Title / Position :

Seal / Signature :



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

Student's Name / Surname :

Class / ID no : /

Summer Internship Code : ARCH 290

Required Work Duration : 24 work days

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"/> 24 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:

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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.