



**ÇANKAYA UNIVERSITY  
FACULTY OF ARCHITECTURE  
DEPARTMENT OF ARCHITECTURE**

# **INSTRUCTION MANUAL FOR SUMMER PRACTICE REPORT**

**Updated in June 2016**

**by**

**Department of Architecture Summer Practice Evaluation Committee**

Dear students, as part of your summer practice, you are expected to submit a Summer Practice Report on your ARCH200 or ARCH300 summer practices. Please prepare your summer practice files with respect to this manual.

## **A. CONTENT:**

Please use the outline below for your report.

### **1. INTRODUCTION**

This part should include information on,

- Type of Summer Practice
- Purpose of Summer Practice
- Location of The Company (Company Address)
- Condition and purpose of the company (a brief description of the company, its history, size, staff, its client profile, the branch it serves, past projects, the definition of its productions and related information)
- The dates of the period when the summer practice was done
- General information of the process of summer practice
- Place of the company within the establishment of the built environment process

### **2. WORK ORGANIZATION**

This part should include information on,

- Organization scheme of the company
- Department that the student attended
- Definition of the department
- The working process of the department
- Contribution of the department of the company

- The number and the duties of the employees
- The place of the architect within the company and the department
- The technological devices that the company makes use of (computer programs, machine parks, techniques used for presentation, application, etc.)

### **3. WORK PROCESS**

This part should include information on:

- Definition of the work that the student was involved
- In which level of the project does the company get in charge
- In which level of the project does the department and student get in charge
- The schedule of the work process for the given and applied work
- Daily explanation of the development of the work process (supported with the visual documentation such as : sketches, drawings, photographs, blue-prints, etc.)
- The media used during this process
- The latest condition of the project when the student ended his/her summer practice.

### **4. EVALUATION AND CONCLUSION**

This part should include student's comments on:

- The contribution of the student to the department / company / application process,
- The contribution of such summer practice to the student (materials, techniques, and applications, etc.)

- Criticism of the work being done
- Criticism of the working system of the company

This is the section that you are required to denote your specific observation and your contribution to company, with respect to the focus of Summer Practice, as listed below, respectively :

**If you are writing a report on ARCH200, You should write about your site experience.**

**If you are writing a report on ARCH300 you should write about your Project Scheduling and Coordination experiences.**

As a **Conclusion**, you shall address, in general terms, the experience you gained through the practical training and observations, during your stay with that company. Since your exposure to these aspects of company practice depend totally on the level of involvement and degree of tutoring afforded to you, by the particular company in which you performed your summer practice, great variations may be expected, and will be taken into consideration when evaluating your report.

**The Conclusion part should include full information with several paragraphs about the whole process, at least one full page.**

## **THE APPENDIX**

### **1) Graphic Documentation :**

This section of the report contains the **Graphic Documentation**, consisting of sketches, details, drawings, photographs, short-form specifications, or any other contract documents you may wish to include. You should insert a caption to each figure and include your observations, identifying your role and specific involvement in any of the included graphic documentation.

This section may also include copies of projects or drawings that was not drawn by the student, but may give information on the work, which the student contributed to its application and / or production process.

**Important note:** Do not confuse this part with the 3.WORK PROCESS part. It is important for you to provide adequate visual information in daily basis in WORK PROCESS part of the report. In this section, you should give **additional** visual data about the general content of the works you are involved in, that you will not be able to insert together with daily explanations.

## 2) CD

This CD shall include both the digital copy of your report (doc. file) and the visual material enclosed as appendix (graphic documents and projects).

## B. FORMAT

The reports submitted to the Summer Practice Evaluation Committee should be **in English**.

The reports will be submitted in **plastic** hard-cover files (ring files can also be used). The examples can be seen on the secretariat of the Department of Architecture.

The color of hard-cover files varies according to the type of the practice:

- **Red** colored files for Site Summer Practices **ARCH 200**
- **Blue** colored files for Office Summer Practices **ARCH 300**

In addition to **Hard-Cover files**, you shall submit a **CD**, in which the doc file of your report is saved.

### Technical Organization:

The **Hard -Cover** of the report shall contain the following information:

- The code and name of Summer Practice: **ARCH 200 Summer Practice Report**
- Your name
- Date of Summer Practice

The **Front Page** of the report shall contain the following information:

- The code and name of the Summer Practice
- Your name

- Advisor's name
- Company's name
- Date of Summer Practice

The **Table of Contents** shall list the content of the body of the report, as follows:

1. **INTRODUCTION**
  2. **WORK ORGANIZATION**
  3. **WORK PROCESS**
  4. **EVALUATION AND CONCLUSION**
  5. **THE APPENDIX**
- GRAPHIC DOCUMENTATION**
- CD**

#### **General Page Format :**

The pages must be enumerated **consecutively**, starting with Section 1 introduction, but excluding the Appendix. Page margins shall be set at 4 cm at top, 2,5 cm at bottom, left and right. Headers shall be point size 12, and bold. The main body of the report shall be typed using Arial 11pt, and text lines shall be double spaced. The body of the report shall be at least 10 pages, and no more than 40 pages in length (including visual materials), A-4 format, following the above page format requirements. You should support your text by photographs, drawings, sketches, blue-prints and such visual documentation with captions.

#### **A General Note of Caution :**

#### **Plagiarism**

Plagiarism is a serious offence in Çankaya University, resulting in severe disciplinary action. Using ideas and research findings of others, and yet pretending that they are your own is plagiarism, which is not only **unethical** and immoral but also **crime**. Therefore, **you are advised and strongly warned** not to borrow others' material directly without citation (otherwise, it is plagiarism)

and not to use unnecessary “filler” material compiled from internet or other sources. Thus, including any activities that was not actually performed by you or, any observations and comments that was not authored by you as part of your report will not be tolerated. Therefore, great care must be given to using a proper style in writing your Summer Practice Report, so that your activity during your summer practice and your findings could be clearly distinguishable without any ambiguity from other submissions, even if you perform your summer practice with other students of your department, in same company.

The summer practice reports should be the individual works of students. The reports, which include common visual materials or very similar texts will not be accepted.

Summer Practice Evaluation Committee may request the original records, which are kept by the student himself/herself for proving the originality of the work, during the evaluation process.

### **Deadline of Submission of Report**

Your Summer Practice Report (hardcover files and its digital copy, saved in a CD) should be submitted to the department no later than

**15th September, 2017.**

- **SUBMISSION AFTER THE DEADLINE WILL NOT BE ACCEPTED!**
- **EXTENSIONS (IF ANY) WILL BE ANNOUNCED VIA INTERNET.**

**Before submitting the report perform a final check with respect to the checklist below!**

**Checklist:**

- 1. All pages of the report are signed by the company official who is responsible for the summer practice.**
- 2. Red colored fileis chosen for ARCH200, Blue for ARCH300 summer practices**
- 3. The report is written on daily basis.**
- 4. Sufficient information about the processes are given on daily basis.**
- 5. The period of summer practice (beginning and ending dates) is mentioned on the report.**
- 6. Original material (visual or written) is used.**
- 7. The report is written in correct format.**
- 8. The summer practice evaluation form is submitted in a closed envelope, which has the sign of the approving official and stamp of the company.**