



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

INSTRUCTION MANUAL FOR PREPARING SUMMER PRACTICE FILES

ARCH300 Summer Practice III

Updated in June 2020

by

**Cankaya University Department of Architecture
Summer Practice Evaluation Committee**

Dear students; This manual is written to help you prepare your summer practice files and its content. Follow the instructions on this manual carefully whilst writing your summer practice report and preparing your summer practice file.

1. What should be in your summer practice file?

The summer practice file basically includes the **summer practice report** and the **appendix**.

a) **Summer practice report:** The summer practice report contains information about the summer practice period, its duration, information about the company, students' observations and comments about the summer practice process in general.

b) **Appendix:** The appendix contains:

- i. **Student's daily records**
- ii. Oversize materials like sketches and drawings
- iii. Documents (like certificates, receipts...etc.)

2. What should be written in the summer practice report?

Your summer practice report should contain information about the following subjects:

- i. **Time period and date of the summer practice** (beginning and the ending dates, the number of workdays)
- ii. **Information about the company**
 - Location of the company, address and contact information
 - Brief description of the company (its history, size, client profile, past projects and the definition of its productions)
 - Company background
 - Organization scheme of the company
 - Department that the student attended and its definition
 - The number and the duties of employees
 - The place of architect within the company and the department
 - Information about your superior (the person who is responsible from you) and his/her work experience.

iii. Daily work table of the summer practice period

Make a table about the works that you have observed in the architectural office/archaeological site considering your daily records. Define the works very briefly. Example is given below.

Day	Date	Production in Progress	Location in Site
1	15.08.2020	Drawing the stairs	Stairs M2
2	16.08.2020	Details are drawn	Stairs M2
....
...
...
..	..		.

Example for daily work table

iv. Student's comments about;

- The stages of design processes (give information about how the work is done, in which order, important features etc.)
- The responsibilities taken by the student
- The incidents that took place (if any) and their reasons, the occupational safety and health precautions
- The company's communication and relations to the customer, municipality or other companies,
- The inspections that took place (if any)
- About the summer practice in general (Was it helpful for your education?)

3. What should be placed in appendix?

The most important thing that you should put in appendix section is **the daily records**. For each day you should write at least a single page. These pages should include both visual and written information.

4. What is the format of your summer practice files?

As a common rule all contents of the summer practice files should be written in English. If you complete your summer practice in Turkey, only your appendix part may be in Turkish.

The font is Arial, 11pts. 1,5 space will be left between the lines.

The files should **be submitted in the digital format to the relevant Webonline submission (Which will usually be open in the fall semesters after internships).**

If the student will be graduated after the compilation of the internship, it may send the digital file to the internship committee members by e-mail.

You should also submit a CD in your summer practice file. This CD should include the digital copies of your report and its appendices.