

İSTİNYE UNIVERSITY
DEPARTMENT OF ARCHITECTURE
The Internship Report Guidelines

- The internship report will be prepared in vertical A4 size using the relevant templates and submitted to the department as bound.
- **Students who will not be able to submit the report to the school during the pandemic period will scan the report signed by the intern institution manager and send it to mimarlik@istinye.edu.tr.**
 - a. The pages of the internship report consist of the texts to be written in the "Daily Practice and Results" section and the visuals to be added to the "Sketch and Photos" section. The visuals are photographs, graphics and sketches.
 - b. The texts in the daily report should consist of writing the works and outcomes learned during that day with an original expression of at least 50 words also with avoiding plagiarism.
 - c. Photographs should be in a sufficient number and quality to adequately describe the daily work.
 - d. The language used in the internship report should be in accordance with the academic expression. "Passive sentence structure" should be used instead of subjective "I language".
 - e. The text should be prepared by paying attention to the spelling rules.
 - f. In the text, if it is necessary to mention the names of the people working in the internship institution, it should be written using the name and surname in accordance with the academic writing rules and his/her position in the organization should be written.
 - g. In the office internships, the visuals (for example, the documents such as plan, section, elevation of an architectural project) can be given in the "Annexes" section after the conclusion of the report. For example: (Annex 1: Sabuncu Apartment Project). In this case, it is necessary to refer to the attachment in texts on the daily report. For example: (see Appendix 3, p. 5).
- There should be a "Conclusion" at the end of the internship report and a general evaluation letter of the internship written by the student should be included in this part. What has been learned in the internship should be summarized in "Conclusion" part.

!!! If the internship is online;

In addition to the abovementioned, a screenshot (showing the date of that day and the student himself/herself) must be added to the "Sketch and Photos" section which shows that the student is involved in the daily works of the institution.