

İSTİNYE UNIVERSITY
FACULTY OF FINE ARTS, DESIGN, AND ARCHITECTURE
DEPARTMENT OF ARCHITECTURE
INTERNSHIP GUIDE

1. PURPOSE AND SCOPE

1.1. This guide defines the fundamental principles regarding the compulsory or optional internships for undergraduate students in the Department of Architecture at Istinye University. It outlines the procedures for planning, implementing, monitoring, and evaluating these internships to develop students' knowledge and skills.

1.2. The execution of this internship guide is the responsibility of the Department of Architecture. Internship-related procedures are monitored by the department's internship coordinators on behalf of the department head.

2. DEFINITIONS

2.1. The following terms are used in this guide:

- a) **Academic Year:** The academic period defined according to the Senate-approved academic calendar, including fall, spring semesters, and summer term.
- b) **Faculty Council:** The councils of the Faculty of Fine Arts, Design, and Architecture.
- c) **ISU Career Center:** The unit that handles the submission of internship application forms after students have completed the necessary signatures within the department and oversees the SGK (Social Security Institution) registration process throughout the internship.
- d) **Directorate of Student Registration Affairs:** The unit responsible for registration, re-registration, course selection, etc., for Istinye University students.
- e) **Rector:** The Rector of Istinye University.
- f) **Senate:** The Senate of Istinye University.
- g) **Internship:** The professional work performed by students at a business, aimed at enhancing the knowledge, skills, attitudes, and behaviors they are expected to acquire from their academic programs.
- h) **Internship Commission:** A commission consisting of department internship coordinators responsible for organizing, coordinating, and evaluating internship activities within the faculty.
- i) **Internship Commission Chairperson:** The faculty member responsible for convening and coordinating the internship commission and reporting its activities.

- j) **Internship Coordinator:** A faculty member assigned to organize and coordinate internship activities within a department.
- k) **Internship File:** A file containing the internship evaluation form, the learning outcomes document, and the internship logbook.
- l) **Internship Evaluation Form:** A form prepared by the authorized personnel of the internship institution, signed and sealed, to be submitted in a sealed envelope to the internship coordinators.
- m) **Learning Outcomes Document:** A document written by the student at the end of the internship, summarizing the learning outcomes, feedback, and suggestions regarding the internship.
- n) **Internship Logbook:** A written report, supported by visuals, that details the work, knowledge, and experiences gained during the internship period.
- o) **SGK:** The Social Security Institution.
- p) **University:** Istinye University.

3. PRINCIPLES AND FUNDAMENTALS

3.1. Ensuring students' professional development through internships during their education is essential. The university administration takes the necessary measures, allocates resources, and ensures coordination between internship commissions and administrative units.

3.2. To graduate from the architecture program, students must complete the compulsory Internship 1 and Internship 2 courses (MIM381 for Internship 1 and MIM481 for Internship 2 in the Turkish Architecture program, ARCH381 for Internship 1 and ARCH481 for Internship 2 in the English Architecture program), as outlined in the department's Senate-approved curriculum.

3.3. Information about whether a student has completed their compulsory internships is individually noted in their academic transcript.

4. PURPOSE AND SCOPE OF THE INTERNSHIP

4.1. The purpose of the internship is to familiarize the student with the professional environment of the architecture field, experience design and implementation processes, working conditions, and develop professional knowledge and skills.

4.2. Students must successfully complete their compulsory internships to obtain their undergraduate degree. Compulsory internships must be carried out in workplaces approved by the department, considering their work area, content, equipment, and personnel adequacy, and must cover a total of 60 working days during the periods specified by the department.

4.3. The grade for the completed internship is recorded as the grade for the corresponding

internship course chosen in the following semester. The internship grade is recorded as "Pass" (BI) or "Fail" (BZ) based on the evaluation of the internship file submitted by the specified deadline.

5. INTERNSHIP DURATION

5.1. The architecture department requires 30 days of production/application work (construction site) and 30 days of design-focused work (office) for internships.

5.2. If Saturdays are considered workdays at the workplace, they are included as the sixth day of the week. Work done on public holidays is not counted as part of the internship. According to the relevant legislation, students are entitled to one day off per week and cannot work more than six days a week as an intern.

6. SPECIAL CONDITIONS

6.1. In the architecture department, a minimum of 15 days must be completed at a single workplace for office or construction site internships. Special field studies such as archaeological excavations and survey-restoration may be counted toward the construction site internship and exempt from the minimum duration requirement. Similarly, domestic and international workshops, competition camps, and special certificate programs can be accepted as office or construction site internships and exempt from the minimum duration requirement.

7. PROCEDURES FOR INTERNSHIP APPLICATIONS

7.1. Students must visit the links provided to obtain the necessary information and read the guides before starting the internship application process. After receiving acceptance from an internship workplace, students should follow the steps outlined on the online student information system (OIS) for submission and approval.

8. PROCEDURES FOR STUDENTS WHO HAVE COMPLETED THEIR INTERNSHIP

8.1. Course Selection

To submit an internship file, the student must first complete a total of 30 internship days. Once these are completed, the student should select the corresponding internship course in their department (MIM381 for Internship 1 and MIM481 for Internship 2 in the Turkish Architecture Department; ARCH381 Internship 1 or ARCH481 Internship 2 for the English Architecture Department).

8.2. Submission Deadlines

The deadline for submitting the internship file is announced on the relevant course page in Blackboard during the semester. [istinye.blackboard.com]

8.3. Internship Report (Staj Defteri)

Students must prepare an Internship Report (Staj Defteri) summarizing the work completed during the internship, along with personal observations. Separate reports must be prepared for each approved workplace or project. All required information on the cover page should be fully filled out, and the report must include visuals supporting the daily work activities. Internship reports with no visuals will not be accepted.

The report can be written in Turkish or English, depending on the student's preference.

The internship report must be submitted digitally via a designated submission folder on Blackboard.

The reports must be prepared digitally, as handwritten reports are not accepted.

8.4. Intern Evaluation Form

In addition to the internship report, students must submit the Intern Evaluation Form to the relevant supervisor at their workplace for completion. This form must bear a stamp and signature, and it must be delivered to the internship coordinators in a sealed envelope, along with the Learning Outcomes Document. The envelope should contain the signature and stamp of the institution, as well as the student's name, surname, and student number.

Forms with missing signatures and/or stamps will not be accepted. The evaluation form can be accessed via this link.

8.5. Learning Outcomes Document

The Learning Outcomes Document must be filled out individually by the student, summarizing their general evaluation of the internship experience. The document should also include an assessment of the work carried out and an evaluation of the institution where the internship was conducted. This document, along with the Intern Evaluation Form, must be submitted to the internship coordinators by hand, following the deadline announced on Blackboard.

8.6. Evaluation of Internship Documents

The internship coordinators in the student's department will review all submitted documents (Internship Report, Intern Evaluation Form, and Learning Outcomes Document). If necessary, they may contact the workplace where the internship was completed to verify details. Based on their review, they will announce the outcome of the evaluation as Accepted, Correction Needed, or Rejected.

If the internship is rejected, the student will be notified of the reason.

If corrections are needed, the internship coordinators will inform the student, and the student will be given additional time within the current academic term to make necessary adjustments.

Internship files with incomplete days (i.e., fewer than 30 internship days) will be rejected.

Students who fail the internship course will need to re-enroll in the course during the academic period in which they plan to submit the documents and repeat the entire internship application process.

Upon successful completion of all internship requirements, the student's grade will be entered as BI (Pass) during the final grading period.