

ISTINYE 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 to be carried out by undergraduate students studying in the Department of Architecture at Istinye University in order to develop their knowledge and skills during their education, and regulates the procedures and principles regarding their planning, execution, supervision, and evaluation.

1.2. The execution of the internship guide is under the responsibility of the Department of Architecture. Internship procedures are monitored by the department's internship coordinators on behalf of the Department of Architecture. This guide is reviewed at the beginning of each academic year and updated by the department's internship coordinators.

2. DEFINITIONS

2.1. In this guide;

a) Academic Year: The academic period described to cover the fall, spring semesters, and summer term in accordance with the academic calendar approved by the Senate,

b) Faculty Board: The Boards of the Faculty of Fine Arts, Design and Architecture,

c) Department of Human Resources: The unit that carries out the SSI (SGK) registration procedures during the internship period,

d) ISU Career Center: The unit where the student submits the internship application form after completing in-department signatures, and which undertakes the task of controlling and coordinating internship processes,

e) Department of Student Affairs: The unit that handles and tracks registration, re-registration, course selection, etc., for Istinye University students,

f) Rector: The Rector of Istinye University,

g) Senate: The Senate of Istinye University,

h) Internship: The professional work carried out by students in an enterprise/business in order to develop their professional knowledge, skills, attitudes, and behaviors intended to be gained through educational curricula—apart from theoretical and practical courses determined specifically for each field at all levels taught at higher education institutions by the Council of Higher Education—to get acquainted with the sector, to adapt to business life, and to be trained in a real production and service environment,

i) Internship Commission: The commission composed of department internship coordinators to organize, coordinate, and evaluate internship-related activities in the faculty,

j) Head of the Internship Commission: The faculty member responsible for convening the internship commission in the faculty, ensuring its coordinated operation, and reporting its activities,

k) Internship Coordinator: The faculty member assigned to organize and coordinate internship-related activities in the departments of the faculties,

l) Internship File: The file consisting of the intern evaluation form, the internship learning outcomes document, and the internship notebook (logbook),

m) Intern Evaluation Form: The form prepared to be submitted to the internship coordinators in a sealed envelope, stamped and signed by the authorized representative of the institution where the internship was performed,

n) Learning Outcomes Document: The document in which the learning outcomes are written by the student at the end of the internship, and feedback and suggestions regarding the internship are listed,

o) Internship Notebook (Report): The report and written submission in which the student presents the work carried out, knowledge gained, and experiences acquired during the internship period, supported by visual materials,

p) SSI (SGK): Social Security Institution,

q) University: Istinye University,

r) Directive: Istinye University Directive on Applied Studies,

shall have the respective meanings.

3. FUNDAMENTAL PRINCIPLES AND PROVISIONS

3.1. It is essential that students achieve maximum professional development through internship during their education. Within this framework, the University administration takes the necessary measures,

allocates resources, and ensures coordinated cooperation between internship commissions and administrative units.

3.2. The Internship 1 and Internship 2 courses (MIM381 Staj 1 and MIM481 Staj 2 for the Turkish Architecture Department; ARCH381 Internship 1 and ARCH481 Internship 2 for the English Architecture Department) that students must complete in order to graduate from the Architecture undergraduate program are included in the curricula of the Department of Architecture approved by the Senate.

3.3. Whether the student has completed the compulsory internships is indicated separately on the 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 related to the Department of Architecture, to experience design-execution processes and working conditions, and to develop knowledge and skills regarding the profession.

4.2. In order to receive an undergraduate diploma, the student must successfully complete the compulsory internship. The compulsory internship must be completed for a total of 60 working days during the periods determined by the department, in workplaces approved by the department in terms of field-content of work, equipment, and staff competence. A student who wishes to do an internship within the start and end dates of classes in the academic calendar must prepare an internship schedule compatible with their course schedule before starting OIS procedures and must obtain prior approval from the internship coordinators by submitting a petition.

4.3. The grade for the completed internship is entered as the grade of the internship course to be selected in the following semester. The internship grade is awarded as Satisfactory (BI) or Unsatisfactory (BZ) following the evaluation of the internship file submitted by the date specified within the semester.

5. DURATION OF THE INTERNSHIP

5.1. In the Department of Architecture, internships are conducted as 30 days of production/execution work (construction site) and 30 days of design-oriented work (office).

5.2. If Saturday is accepted as a working day at the workplace where the internship is carried out, it is included as the sixth day of the week. As 1 (one) day of rest per week is required pursuant to relevant legislation, an intern cannot work more than 6 (six) days a week. In accordance with the ISU Applied

Studies Directive (Articles 17/9 and 19/2); if the institution where the internship is conducted has a work permit for official holidays and it is documented and certified by the workplace that the student worked on these days, official holidays may also be included in the internship duration.

6.1. In the Department of Architecture, an internship in office and construction site must be carried out for **at least 15 days** at a single workplace. In special cases pursuant to the Directive (Article 19/4), upon the student's application, the commission's proposal, and the decision of the relevant board (Faculty Executive Board), it may be divided into a maximum of 3 parts, and this decision is reported to the Career Center. Special field work such as archaeological excavations, measured survey (rölöve) - restoration can be counted toward the construction site internship and is exempt from the specified minimum duration. Similarly, activities such as participation in national and international workshops, competition camps, and special certificate programs may also be accepted as office or construction site internships and are exempt from the specified minimum duration. Students wishing to serve as interns in research projects may have their work accepted in lieu of construction site or office internships depending on the scope of the research project, being exempt from the specified minimum duration. Students with special circumstances may apply in writing in advance to the relevant Internship Coordinators to request an evaluation of their circumstances for detailed information and application procedures.

6.2. Upon the student's request, an optional/voluntary internship may be conducted at a workplace approved by the internship coordinator. As with the compulsory internship, an application form is filled out for insurance procedures in voluntary internships as well. It is not evaluated for a course grade. Information regarding voluntary internships is recorded in the student's Non-Academic Transcript (NAT).

6.3. Internship requests concerning special circumstances such as graduation, etc., falling outside the specified minimum number of days and internship periods, will be evaluated by the Internship Commission, Internship Coordinators, and the Department Board.

6.4. Internships completed by transfer students at their previous higher education institution (Associate or Bachelor's degree) are evaluated by the department's equivalency commission.

6.5. Students working as registered employees under SSI (SGK) in a job that enhances their professional knowledge and experience related to the architecture department may request internship exemption pursuant to Articles 17/8 and 21/1 of the Directive. The relevant student must apply to the internship coordinator with an exemption request petition accompanied by the documents specified in the aforementioned article.

7. PROCEDURES TO BE FOLLOWED BY STUDENTS APPLYING FOR INTERNSHIP

Before starting the internship application process, the student must visit <https://www.istinye.edu.tr/en/kariyermerkezi/internship> and <https://www.istinye.edu.tr/en/gstm/departments/architecture/internship> to obtain the necessary information and read the guidelines.

After the student receives acceptance from the internship workplaces;

a) Students must submit their internship applications digitally via OIS. The internship approval application must be submitted **at least 15 days before** starting the internship. The information requested on the application screen in OIS must be filled in by the student. Following the registration of the application, two (2) forms must be uploaded to the system.

The first of these is the Wet-Signed Internship Document to be obtained with a wet signature from the institution where the internship will be performed. The other form is the SPAS Entitlement Document (SPAS Müstehaklık Belgesi) to be obtained via E-Devlet (e-Government). Once the student uploads these documents to the OIS system, the internship application approval process will begin automatically. At this stage, the suitability of the institution, internship type (site/office), and internship duration will be reviewed by the internship coordinators. In case of deficiencies in the forms, the internship application is rejected. The internship application is also rejected in cases where the institution is found unsuitable.

b) After the review of the internship coordinators, the approval processes of the Head of the Department of Architecture and the Dean of the Faculty of Fine Arts, Design and Architecture must be tracked via the “Status” column in the OIS system.

c) In order for the student's necessary SSI (SGK) entries to be processed; by uploading the Internship Application Form and the SPAS Entitlement Document, an online internship approval application must be made using the Internship Application screen via the OIS automation system **at least 15 days before** the start date of the internship. The follow-up of the application process must be conducted by the student.

8. PROCEDURES TO BE FOLLOWED BY STUDENTS WHO HAVE COMPLETED THEIR INTERNSHIP

8.1. In order to submit an internship file, the student must complete the **total of 30 internship days** required for that course and then register for the relevant internship course belonging to their department (MIM381 Staj 1 or MIM481 Staj 2 for the Turkish Architecture Department; ARCH381 Internship 1 or ARCH481 Internship 2 for the English Architecture Department).

8.2. In accordance with the University's directive, within the first 15 days of the academic semester; the deadline for the student to submit the internship file is announced on the Blackboard page of the relevant course during the semester. [istinye.blackboard.com]

8.3. An **Internship Notebook (Report)** containing a summary of the work performed and the student's own observations regarding the internship carried out on the dates specified in the application must be prepared. Separate reports must be generated for each approved workplace/work. The information on the first page of the report must be filled in completely. The internship notebook must include a written explanation of at least 50 words for each day. In addition to written information, visual materials regarding daily work must also be included. Internship notebooks lacking visuals for each day will not be accepted. The language of the internship notebook must be in the language of instruction of the relevant department. The internship notebook must be prepared in Turkish for the Turkish Architecture Department and in English for the English Architecture Department. Internship notebooks may also be prepared bilingually. The internship notebook must be submitted digitally via the assignment submission folder to be opened on the Blackboard system. Internship reports must be prepared digitally in a computer environment. Hand-written internship reports will not be accepted.

8.4. In addition to the internship notebook, students forward the **Intern Evaluation Report** to the relevant supervisor at the workplace where they worked to be completed. The Intern Evaluation Report must have a company stamp and wet signature. It is submitted by hand in a sealed envelope to the internship coordinators, together with the Learning Outcomes Document and the First Page of the internship notebook (with wet signatures completed and stamped). The envelope must bear the signature and stamp of the institution and supervisor who completed the form, as well as the student's name, surname, and student ID number. Intern Evaluation Forms with missing signatures and/or stamps will not be accepted. The evaluation form can be accessed via this link: <https://www.istinye.edu.tr/en/gstm/departments/architecture/internship>

8.5. The **Learning Outcomes Page** must be filled out individually by the student. The page is on the Conclusion part of the internship notebook template. In this page, the student must evaluate the completed internship overall. In addition, the work performed during the internship and an evaluation of the host institution must also be included in this document. The learning outcomes page must be submitted by hand to the internship coordinators together with the Intern Evaluation Report and First Page of the internship report by the deadline announced on the Blackboard page. <https://www.istinye.edu.tr/en/gstm/departments/architecture/internship>

8.6. The internship coordinators of the department in which the student is enrolled review all relevant documents regarding the student's internship work (Internship Notebook (Report), Intern Evaluation Report, and Learning Outcomes page) and, if deemed necessary, consult with the workplace where the

internship was performed, and announce the evaluation results (Accepted / Revision / Rejected). For students whose internship is rejected, the reason for rejection is notified. For internship files for which a revision decision is made, the corrections to be made in the submitted documents are notified to the student by the internship coordinators. In accordance with Article 23/2 of the Directive, an extension of 15 working days is granted to the student to complete revisions within the current academic semester. Files that have not completed the total 30 internship days are rejected.

In the event that students fail the internship course, they must re-register for the relevant internship course in the academic semester in which they will submit the internship documents and repeat the entire internship application process.

Pursuant to Article 22/6 of the Directive; the student may submit a written objection to the result of the internship evaluation within three (3) working days following the announcement date. The objection is evaluated by the relevant board.

During final grade entries at the end of the semester, if the student completes the **total internship days required and the internship file is accepted**, a Satisfactory grade (BI) is entered for the relevant courses.