

Internship Guide

The aim of internship studies is to introduce you to the application areas of the professional discipline you are studying, to understand the collaborations established with other professional groups in business life, and to experience the professional working environment and principles first-hand. Internship work is as important as the courses you take during the semester in terms of its contribution to the learning outcomes you should have acquired when you graduate from the undergraduate program. However, compared to the experience you have in classes, you need to direct your own learning process more effectively during the internship and take personal initiative in line with the learning needs you have identified.

You can find the most reliable and institutional answers to your questions about internships by reading the document titled "Internship Directive for Undergraduate Students" on our university's website under the TEDU > Regulations and Guidelines > Education Regulations and Guidelines tab. For example, the answer to the question "where can I get the document stating that the internship is compulsory" is found in this regulation. Likewise, how to apply to a company for an internship and how to have this application approved by our Internship Commission are also explained in this regulation.

In order to have an informed initiative on your education process, it is essential to be aware of the regulations and directives that concern you, and to acquire the habit of reading these documents carefully in order to avoid unwanted losses while operating institutional processes.

The forms you need to use during both the application, evaluation and finalization stages of the internship are presented in downloadable format under the Forms and Documents > Internship Documents tab of our department page.

<https://id.tedu.edu.tr/tr/id/form-ve-belgeler>

There are two internships that you must complete while studying in our department. These are named ID-399 Summer Internship I: Production and ID-499 Summer Internship II: Design Office.

In order for your application to the workplace to become official in our department, you must use the "ID Internship Application Form". In this form, there are sections that both you and the workplace representative you are applying to must fill out.

Your internship performance is evaluated based on two parameters. The first of these is the "Internship Logbook" that you must actively keep during your internship. To create this logbook, first download the "Internship Logbook Template" among the internship documents and print it as many copies as you need. How to fill out this logbook and how to carry out the internship process in general is explained in detail in the following sections. Our second parameter is included in the "Intern Evaluation Form". By downloading this form, you must

have it filled out by the person responsible for the unit where you did your internship at the end of your internship and ensure that it reaches us in a sealed envelope.

Finding Places for Internship:

It is your responsibility to identify suitable places for internship, contact them and submit your application. Consider this process as a small rehearsal for the job interviews you will have when you graduate and take it seriously. The companies you will apply to may ask you to share your transcript and GPA, or they may also ask to see your portfolio. Don't forget to prepare an up-to-date CV and a portfolio of selected project work.

Another important point you should pay attention to is the suitability of the company you choose for the relevant internship work. In the ID-399 manufacturing internship, you are expected to choose places that produce on an industrial scale, preferably working with more than one material, process and technology. As for the ID-499 office / design internship, it would be appropriate if the company you choose has a design department or is a freelance design firm.

First Application:

In the first stage, you will submit to us the "Internship Application Document" that you have approved by the company where you will do your internship. This document must be signed and stamped by the official of the company that accepted you for the internship. Upon delivery of this document to us, we make an evaluation regarding the suitability of the company for you to do your internship. We may not find the internship location and field of activity suitable for the learning outcomes of the internship in question and may request you to find another internship location. Therefore, before applying for your internship, it would be beneficial for you to contact us and get an idea about the internship options you have. If we accept your application, we approve your internship application document and send it to the Career Center. Thus, the Career Center initiates your insurance process for the specified date range. You will follow up your insurance transactions from the Career Center.

Duration of the Intenship:

The internship period in all departments of the Faculty of Architecture and Design (including ours) is determined as 30 WORKING DAYS. When calculating 30 business days, you should not count weekends (Saturdays and Sundays). As an exception, if you are doing your internship at a workplace that operates on Saturdays, we can count Saturdays as working days if you bring a letter from the workplace stating this. Apart from this, working day calculation is made on 5 weekdays. Please pay attention to these dates so that your internship is not missed. In addition to the 30 working days stipulated for the internship, there

may be students who want to continue their internship at the same workplace "voluntarily". The school insures you for the extra time you attend. All you need to do is let us know the extra dates you will attend.

Evaluation – Internship Report, Internship Logbook and Intern Evaluation Form

You must submit the following three documents to us at the beginning of the academic year following the completion of your internship. Your performance during the internship process is evaluated according to the data presented in these documents. You must document the experience and knowledge you acquired during your internship with two outputs: an internship report and an internship logbook. While doing this, you are expected to use not only written but also visual means of expression. The intern evaluation form will be filled out by the officials responsible for your internship process at your workplace and delivered to us in a sealed envelope.

Internship Report

There is no predetermined format for your internship report. You can write it in Word and deliver it printed on A4 paper and in a folder. You can write these and other documents in Turkish. Foreign students can write in English. An internship report is a text in which you describe what you learned and experienced during your internship, and what knowledge, skills and competencies you gained or developed. While writing your report, we would like you to think about what impact the internship experience had on your professional vision and career plans and express this in the report. The internship report you prepare is expected to provide brief answers to the following questions in terms of content. While describing your internship experience, you can also include other topics that are not covered by these questions, but are important for the process you went through.

About the Company / Organization

- In which areas does the organization where you interned operate?
- What kind of task distribution is carried out in the organization? What are the factors and conditions that determine the distribution of tasks?
- Do you know which undergraduate departments the employees in the organization graduated from? Do they have duties related to the fields in which they studied?
- What is the general working style at the organization where you interned? How are decisions made? Are different working styles and techniques applied depending on the nature of the projects carried out?
- What kind of atmosphere does the work take place in? (e.g. solidaristic or competitive?). Is individual work or team work more important?
- How do employees interact with each other, managers, and customers? What is the organization's customer profile?

- Does the organization where you are doing your internship receive help from other organizations and cooperate with them while carrying out its own activities? If so, on what subject(s)?

About What You Have Learned

- Describe the duties you undertook during your internship. Visually document these tasks and the results you achieved and include them in your report.
- What kind of applications did you see during your internship? Explain with examples.
- Did you have the opportunity to use theoretical or practical knowledge you learned at school during your internship?
- Did you have the opportunity to use the foreign languages you knew or learned at school during your internship?
- What were your missing aspects during your internship duties? What did you think you needed more knowledge or experience in?
- Did you gain any skills that you think will be useful to you professionally as a result of your internship?
-

About the Internship

- How did you decide on the organization you interned at?
- Were the organization's employees and managers supportive of you? If so, on what issues?
- Were you able to work in the unit or task you wanted during your internship?
- Would you recommend the organization you did your internship to another student? Why so?
- In the organization where you did your internship; Do you have any opinions or suggestions that you think could increase the role of design, efficiency and sustainability level in the production and service process?

B. Internship Logbook

An internship logbook is a book that you must keep day by day throughout your internship. In this notebook, you are expected to briefly record what you experience each day, explain the tasks assigned to you and what you did to fulfill them. Additionally, it would be appropriate to indicate how much time you spent on these tasks and what knowledge and skills you used.

When keeping your internship logbook, we recommend that you pay attention to the following:

- Take time every day to fill out your internship logbook. If you postpone writing and pick up the logbook after a few days, it will be difficult for you to remember the daily events you have experienced, and the events and experiences will accumulate to the extent that you cannot keep up with writing.
- You do not need to write down everything that happened during the day in your internship logbook. The right thing to do is to filter and write about things that are meaningful and relevant to your internship work and learning process. This saves both you and us time during the writing process and the evaluation process.
- Instead of seeing your internship notebook as a mechanical reporting tool, we recommend that you see it as a medium where you can express your personal thoughts and feelings. The emotions you feel and the style of action you adopt in the face of the events you experience every day during your internship, the duties and responsibilities assigned to you, are also valuable data for your learning process. Also, remember that if you use the visual expression tools of the design profession (sketches, collages, etc.) appropriately, you can tell more than pages and sentences.
- Internship logbook is not just a tool of expression. It is also a tool that you can use to regularly reflect on your experience and make self-criticism and evaluation. It is an important opportunity to improve your writing practice as an intellectual process.
- Filling out your internship logbook regularly will ensure that all the necessary information and data for the "internship report" you need to write at the end of the internship will be gathered together and made ready.

When you start your internship, I strongly remind you to download and prepare your internship notebooks from our website and fill them in throughout the internship. The internship of students who do not submit an internship logbook, submit it incompletely, or are deemed inadequate will not be considered successful.

You may need to include other sources and documents in your internship notebook to document and detail what you experienced during the internship. We recommend that you collect such sources and documents in an envelope called "appendices" that you will put at the back of your internship notebook, and indicate them with a numbered reference system in the relevant places in your articles.

What Happens Next?

At the beginning of the first Fall semester following the completion of your internship, when making your course registrations, you must choose the ID-399 or ID-499 course depending on the type of internship you have completed.

At the beginning of the same semester, you will submit your internship report, internship logbook and intern evaluation form to us. As a result of the evaluation we will make based on these documents, we will give you a grade of P (pass) or F (fail) in the ID-399 or ID-499 course at the end of the semester.

The internship process is a part of education that has codes and credits, just like courses. Therefore, you must submit to us your medical report regarding the days you were absent due to health problems. We make our evaluation taking this into consideration.

Tips to Students who will do their first internships

Your first internship, ID-399, is a "production" internship that you will do in a company operating in an industrial field. Do not limit your role to pure observation during the internship process. You can request that they give you brief training on working in production environments. This may include detailed information about the machinery, materials and production methods used. There may be occupational safety training. They can allow you to try some basic and relatively simple processes under expert supervision. In short, during the evaluation process of an internship regarding the phenomenon of "production", we expect you to have interacted beyond simple observation. These may include small homework and tasks, short practices related to materials, production processes, etc. You can request that they provide work that facilitates production, such as mechanism or detail solutions.