

IAED 4000, ARC 4702 PRACTICE II REPORT and DIARY EXPLANATION

IAED 4000 and ARC 4702 are the practice that you are expected to work at offices to gain the experience of design process, client-firm relationship, project development, business sector involvements and the relationship with other disciplines in focus of interior architecture and architecture professional practice. Accordingly, you are responsible to write report related to your experience and contribution during your 30 work day. You should also fill the diary table (EK-5) each day and make it sign by the firm authority. Beside the firm authority signature, you also need to sign every day.

REPORTS WITHOUT SIGNED DIARIES WILL FAIL.

REPORT LANGUAGE IS ENGLISH.

DIARY LANGUAGE COULD BE TURKISH OR ENGLISH.

REPORT INDEX

1. Hard cover of the report:

Course Code

Name, Surname, Student Number

Firm Name

Dates of the practice

You can find the format page at faculty web site as EK-8

2. Report Content:

Index of the topics according to page number

Ex: Introduction Part.....1

Production Techniques.....2-10

Conclusion.....15-18

3. Report Introduction:

This section should give brief description of the company, its history, size, staff, past projects and any other pertinent information.

This section is also the suitable part to include your more personal experiences, as well as any graphic documentation more personal in nature: social gatherings, funny office moments, etc.

4. Body of the Report:

Details your specific observations and your contribution to the company, with respect to the focus of Summer Practice II, as listed in the Course Description, namely Body of report should be at least 5 pages.

2.1 Program Development

2.2 Project Application

2.3 Designer/Client Relationship

2.3 Project Scheduling

Your Diary entries will help refresh your memory in detailing the degree of your participation, many specific activities and any other special tasks performed by you.

Since your exposure to these aspects of company practice depend totally on the level of involvement and degree of tutoring afforded to you, by the particular company in which you performed your summer practice, great variations may be expected, and will be taken into consideration when evaluating your report.

Your Diary entries, however, do indicate the degree of your validated involvement, and will, therefore, be consulted while evaluating the accuracy and completeness of the Summer Practice II Report.

5. Conclusion:

As conclusion you shall address in general terms the experience you gained in terms of your observations, experiences and your contribution to office practice. It is important that you should refer your own experiences to analysis the relationship between your education and business sector, to understand and gain the knowledge of the Interior architecture practice. To learn process of the discipline both technical, academic and related other disciplines. The aim of the report is measuring what you learned, and how you get involved to the process.

Conclusion part should be at least 2 pages.

6. Graphic Documentation:

This part is also **Mandatory** that you need to take pictures related to your report's body part. EX, if you mention about your involvement to one of the projects such as sketching entrance part of a house you need to add it at graphic documentation part. You are encouraged to add your own sketches and the documentations or drawings given by firm.

Please be selective while choosing your materials that they should really refer to meaningful details.

7. Appendix:

Appendix should contain CD. Inside CD, you should add your report and any documentation that related to practice. You can also put any material and drawings refers to your report. For example, if you have Autocad drawing of the project, you can add it here instead of printing it.

FORMAT OF PRINT AND CD DELIVERY

A. COVER

IAED 4000 / ARC 4702 PRACTICE II REPORT

NAME SURNAME-STUDENT NUMBER

FIRM NAME

DATE OF SUMMER PRACTICE

You can find the format page at faculty web site as EK-8

B. TABLE OF CONTENT

1. DIARY TABLE
2. INTRODUCTION
3. BODY OF REPORT
 - 3.1. Program Development Order
 - 3.2. Project Application
 - 3.3. Designer/Client Relationship
 - 3.4. Project Scheduling
 - 3.5. Conclusion
4. GRAPHIC DOCUMENTATION
5. APPENDIX(CD)

Pages shall be numbered consecutively, starting with Introduction, but excluding the Appendix.

GENERAL PAGE FORMAT

1. Page margins should be at 2,5 cm at top, bottom, right and left,
2. Headers shall be 12 and Bold,
3. Main writing shall be typed as 11 and text lines should be double-spaced,
4. Body of report should be at least 5 pages and A4 format, following the above descriptions,
5. Conclusion should be at least 2 pages,
6. Times New Roman should be used as text type,
7. The language of the report and diary is English,
8. Give page number to each paper.

THE DIARY

The diary includes daily information of the works the intern does on site. The diary should be checked and signed by the firm authority and the intern daily. Diary language shall be Turkish or English. Reports without signed diaries will be failed.

THE SUBMISSION FORMAT

-Take folder as seen in picture,



- Print out hard cover from university web site,
- After hard cover add your work diary table format,
- Add your report according to given rules,
- At the end of written part add the graphic documentation part,
- Also put cd to this folder. CD should include report, and any other related graphics.

GENERAL NOTE OF CAUTION

Plagiarism

You are advised and strongly warned not to enhance any aspects of your report, either with activities not actually performed by you, or by inclusion of text from other sources. Information gathered from various industry sources, may, of course, be quoted directly, providing you properly acknowledge and identify its source.

All observations and comments offered in your report must be totally authored by you, even if you perform your Summer Practice with other students of your Department, in the same company.

Antalya Bilim University considers plagiarism a serious offence, resulting in severe disciplinary action.

COPYING OF DOCUMENTS

You are reminded to ask permission, before copying or collecting any office documents which you intend to submit in your report.

You are also strongly advised to collect any desired graphic documentation throughout your work term, not only at the last minute.