



## APPENDIX-6A: CONSTRUCTION SITE INTERNSHIP MANUAL (DEPARTMENT OF INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN)

### INTRODUCTION

Interior Architecture Internship I (IAED 3003) is a mandatory application that requires students to do interior architectural work on a construction site where architectural construction is taking place during the summer term. The purpose of the application is for students to observe and experience construction site activities and applications, as well as to report them in an official format. For this, the activities listed below must be carried out and completed:

- In order to do their internship, students must find a construction site/area where an interior architectural application is ongoing. In addition, they can do their internship on the sites of Furniture Production Companies or Yacht Companies. The institution where the internship is conducted must employ **an architect or interior architect with at least five years of professional experience**. If the internship supervisor is an architect, **they must be registered with the Chamber of Architects**; if the supervisor is an interior architect, **they must be registered with the Chamber of Interior Architects**.
- The internship course instructor announces the construction site internship start and end dates and the delivery dates of the documents required for the internship to students in the virtual course environment opened on the Learning Management System (LMS) interface every spring term. Therefore, students must follow the relevant announcements.
- Students must contact the administrator/authorized persons of the construction site where they will do their internship and have their internship start documents approved with wet signatures. The internship start documents are explained in the following sections of this guide.
- The internship start documents must be submitted on the dates announced by the internship manager before the students start their internship at the construction site, and they must be registered in the university's internship information system. Internships conducted without the approval of the start documents and registration in the university internship information system are invalid. In such cases, the student is entirely responsible for any liabilities and grievances that may arise.
- The mandatory internship period is **45 working days**. This period does not include official holidays or periods when the construction site is closed for any reason.
- In order to begin the Site Internship (IAED 3003 – Interior Architecture Practice I), students of the Department of Interior Architecture and Environmental Design must have successfully completed **IAED 2002** (Interior Design Studio IV). **The Site Internship and Office Internship cannot be completed during the same summer**



**term.** However, the internship-related courses IAED 3003 and IAED 4003, through which these internship studies are evaluated, may be taken simultaneously.

- The internship period must be completed in one piece without a break. It is not appropriate to do the internship in parts by completing a part of it on one date and the rest on another date. In cases of necessity, the student must submit an official report to the internship coordinator, and the break that can be allowed is a maximum of four working days. Otherwise, the student must renew their internship.
- During the internship, students must report the relevant details in the Internship Diary and the Internship Activity Report using terminological language. Activities that do not correspond to a rule should not be included in the internship diary and report.
- Students are insured by the university during the internship. However, the insurance status covers students who do their internship in Turkey. The university does not carry out the insurance procedures for students who will do their internship on a construction site abroad. In such cases, the insurance status is the responsibility of the student.
- The student must be present on the construction site where he/she does his/her internship for at least 8 hours every working day. He/she must prepare an Internship Diary and an Internship Activity Report to be filled out every day for the activities he/she is present for and observes on the construction site. Detailed information about these documents is explained in the following sections.
- The internship supervisor on the construction site must sign every day of the internship daily work report and stamp every page. The internship diary preparation process is explained in the following sections.
- During the internship, the student must follow and monitor construction site activities in accordance with occupational health and safety rules.
- All field activities on the construction site must be observed and reported. Students may perform various measurement procedures to determine completed activities. Detailed information about the determination and reporting of field activities is explained in the following sections.
- The language of the Internship Diary can be Turkish.

## **THE PROCESS OF THE INTERNSHIP**

Interior Architecture Internship I (IAED 3003) is mandatory to be conducted in the summer term after the 4th semester. There are two internship types in the Department of Interior Architecture and Environmental Design as construction site and office. Before starting the internship, students must prepare and submit several documents. These documents are as follows:

- As stated in Figure 1, the construction site internship must be done in the summer term after the 4th semester. The documents required to apply for and start the



internship are prepared, approved, and submitted in the 4th semester (spring semester).

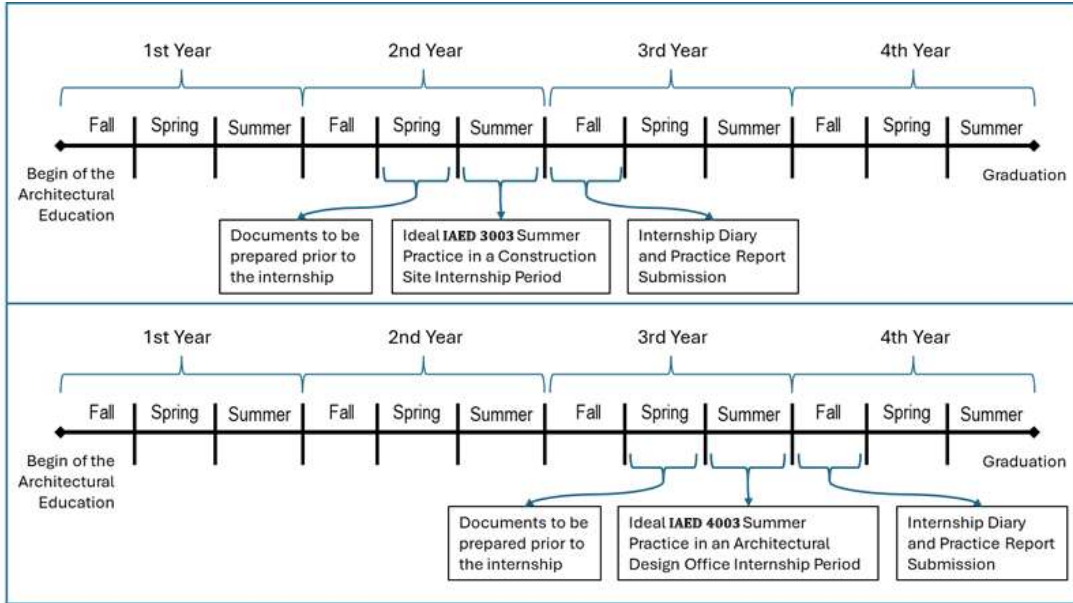
- The documents required before starting the internship are as follows: **Internship Approval Form** (Appendix-1) and **Rules and Regulations Form** (Appendix-2). In addition, the **SBS (IFS) Internship Information System Excel Form** must be completed and submitted digitally. Detailed information regarding these forms and their completion procedures is provided in the following sections of this guide.
- During the internship, **Internship Diary** must be filled out Daily. Additionally, the **Internship Report** must be filled out daily, or daily entries must be made via **IFS**. Necessary information regarding this document and system is explained in the following sections of this guide.
- At the end of the internship, **Internship Evaluation Form** (APPENDIX-3) must be filled out by the internship supervisor. The form must be submitted in a sealed envelope that is stamped and signed on the back. The stamp must be located across the sealed area of the envelope (Figure 1). The form must be forwarded to the Internship Advisor in accordance with these conditions.



**Figure 1.** Sample Signature and Stamp on a Sealed Envelope

There are also other documents prepared for students:

- The “**Internship Guideline**” is the official guideline describing the internship process.
- The “**Internship Diary**”, “**Internship Report** (*Students who complete their internship report and daily log entries via the IFS system are not required to prepare an additional internship report*)” and “**Internship Presentation**” are documents that must be prepared during the internship and submitted in the Fall semester after the internship is completed. The preparation process for these documents is explained in the following sections of this guide.



**Figure 2.** The process of the “IAED 3003: Interior Architecture Internship I” and “IAED 4003: Interior Architecture Internship II” courses.

## INTERNSHIP START DOCUMENTS

- **INTERNSHIP APPROVAL FORM (APPENDIX-1)**

The document contains information about the company and the construction site where the internship will be conducted. The sections to be filled in the document must be completed fully and accurately, printed out, and must include the wet signatures of the authorized personnel, the advisor faculty member, and the internship advisor. Following the completion of these procedures, the wet-signed documents must be scanned and submitted digitally to the course link opened by the course coordinator on the LMS.

- **RULES AND REGULATIONS FORM (APPENDIX-2)**

The document specifies and explains the rules and regulations to be considered before and during the internship. The items in this document must be read carefully, and the specified items must be obeyed during the internship period. The form must be printed out, signed by the student, scanned, and submitted digitally to the course link opened by the course instructor on the LMS.

- **IFS (SBS) INTERNSHIP FOLLOW-UP SYSTEM EXCEL**

This document contains the information filled into the university's Internship Follow-up System (SBS). Therefore, it must be filled out completely. Students must fill out the form completely, upload it to the LMS at least 15 days before their internship start date, and inform their internship advisors via email regarding the submission. Students can conduct their internships after their entries are made into the SBS by the course instructor and once they



verify via the E-government (E-devlet) system that their insurance entries have been completed by the university. Even though students who will do their internship abroad are not insured by the university, this document must be filled out completely by them as their entries into the SBS are still required. Deficient or wrong statements in the forms may cause various problems, such as the inability to register your internship and the inability to be insured at your internship workplace. Furthermore, being present on the construction site without insurance is against occupational health and safety rules.

Students must properly fill out and prepare all three documents explained above. While **Internship Approval Form** (Appendix-1) and **Rules And Regulations Form** (Appendix-2) documents must be printed out first and then scanned for submission, **IFS (SBS) Internship Follow-up System Excel Form** must be filled out in a Microsoft Excel environment and submitted digitally in Excel format. For the scanning process, applications developed for scanning, such as Microsoft Office Lens, should be preferred. During the scanning process, documents must be orthogonally set and oriented within the scanning frame, and the texts must be clearly readable. The scanned document must not be crooked, reversed, or incomplete.

These three documents must be prepared and submitted in digital format before the commencement of the internship, within the date range announced by the internship instructor. Late submissions will not be processed.

### **THE INTERNSHIP DIARY**

The internship diary is a document that lists the activities that the student observes and experiences on the construction site. The work for each day should be written and documented in detail in the Internship Diary, and the role of the intern student in these works should be explained. A sample Internship Diary table is shown in Figure 3. The order and format in the table should be exactly the same. The content of the documents that the student will add to the internship diary and submit to the internship committee must be related to the student's knowledge and skill level, have the quality and credibility to state that the work was done by him/herself, and be clear and concise.

The general description, purpose, and content of the work done on the construction site/field should be explained and added to the Internship Diary. It is recommended to create more than one photograph related to the activities observed during the internship.



INTERNSHIP LOG			
Work Performed Between ..... and .....			
DAY	WORK DONE	AUTHORIZED COMPANY SIGNATURE	STUDENT SIGNATURE
Monday	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore	Signature to be signed by Internship Supervisor	Student Signature
Tuesday	magna aliqua. Quis ipsum suspendisse ultrices gravida. Risus commodo viverra maecenas accumsan lacus vel facilisis.	Signature to be signed by Internship Supervisor	Student Signature
Wednesday	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore	Signature to be signed by Internship İmza	Student Signature
Thursday	magna aliqua. Quis ipsum suspendisse ultrices gravida. Risus commodo viverra maecenas accumsan lacus vel facilisis.	Signature to be signed by Internship Supervisor	Student Signature
Friday	adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Quis ipsum	Signature to be tarafından atılacak İmza	Student Signature
Saturday	magna aliqua. Quis ipsum suspendisse ultrices gravida. Risus commodo viverra maecenas accumsan lacus vel facilisis.	staj sorumusu tarafından atılacak İmza	Student Signature
Sunday			

A Stamp + Signature is required in this area.

**Figure 3.** Sample Internship Diary Template. Please obey the specified layout.

In addition, all daily activity tables must be signed by the internship supervisor and the student. Signed daily activity tables must be scanned properly in color and submitted on the date announced by the internship course instructor. The submitted file must be in PDF format. Excel or other file formats are not valid. The time and date stamp feature of the camera must be activated for pictures of field activities. These pictures of field activities will be used in the Internship Report.

To turn on the visibility of the time, date, and location feature on iOS-based phones, you can follow the steps below (Figure 4):

- *Open Settings > Privacy & Security > Location Services.*
- When taking photos/videos during the internship, make sure that location services are turned on.
- Select the taken photo or video and swipe the photo upwards.

At this stage, date, time, and location information will be displayed below the photo/video. As another alternative, by clicking on the photo once, you can see the location at the top of the screen, and the date and time information right below it. Photos taken within a week display the name of the day instead of the date. Therefore, a week must have passed, and you are expected to take a screenshot in that manner.

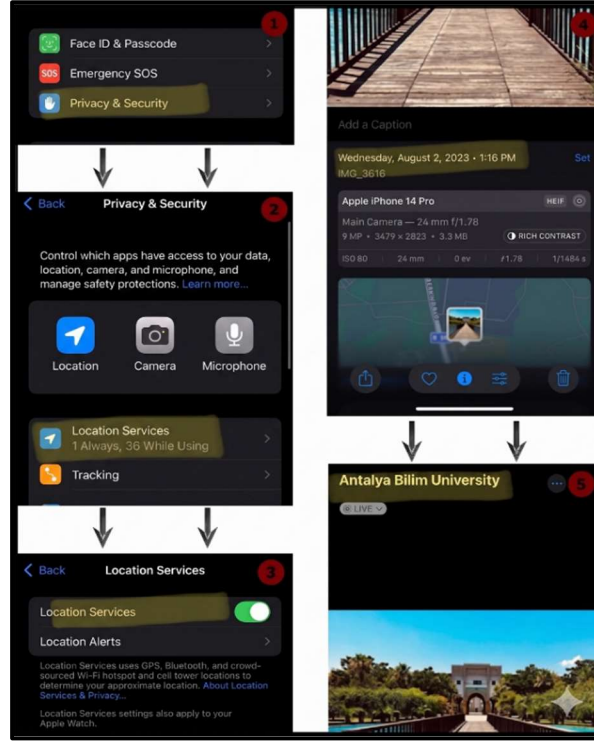


Figure 4. iOS Time-Date Stamp Activation Steps

To turn on the visibility of the time and date feature on Android-based phones, you can follow the steps below (Figure 5):

- Activate the camera and press the settings button.
- Activate the Watermark feature in the camera settings.
- After activating the Watermark feature, activate the Date and Time feature.

By following these steps, you can view the date and time information below the photo/video.

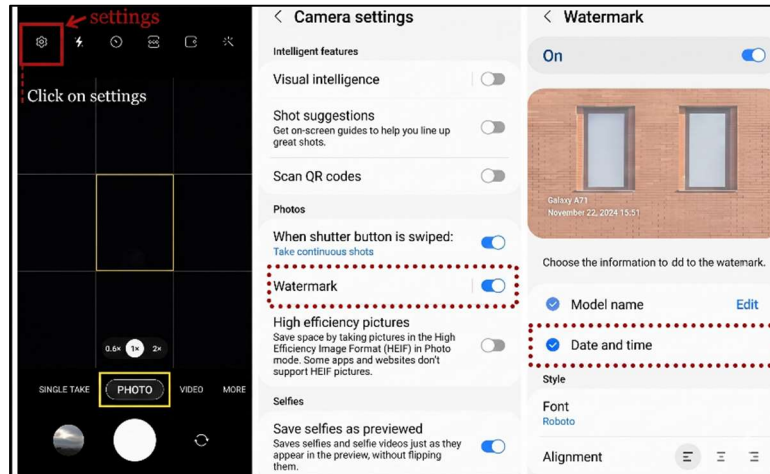


Figure 5. Android Time-Date Stamp Activation Steps



## THE INTERNSHIP REPORT

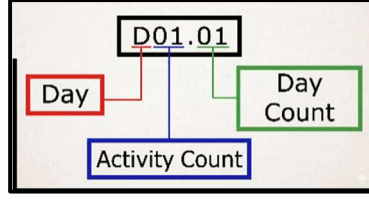
Intern students are expected to prepare an Internship Report at the end of the internship, which describes the activities experienced and observed during the internship and included in the Internship Diary. The report includes more detailed explanations of the activities included in the Internship Diary. With this delivery method, the intern student is allowed to follow construction site field activities more carefully and learn the construction process.

Sample Internship Report Page Templates are presented as seen in Figure 6. The page size is the size of **A4 paper** aligned **vertically**. There can be many sections and pictures on the page according to the daily activities included. Although there are different page layout options in these sections, the title block section, which includes the report name, student name, date, university, department and course name, should be the same on all pages.

The diagram shows a page layout for an internship report. At the top, there is a title block section enclosed in a dotted line. This section contains the Antalya Bilim University logo, the university name, the department name 'DEPARTMENT OF INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN', the course name 'IAED 3003 - INTERIOR ARCHITECTURE SUMMER PRACTICE I', and fields for 'YEAR&SEMESTER:' and 'PREPARED BY:'. Below the title block, there is a section for 'D01.01' with the text 'Information and Explanation of The Day's Activity...'. To the right of this section, a blue callout box with an arrow pointing to the dotted line contains the text 'THIS LAYOUT MUST BE USED ON EVERY PAGE.'. Below the 'D01.01' section, there is a section for 'IMAGES ABOUT THE WORK' with a horizontal line. At the bottom, there are sections for 'D01.02' and 'D02.01'.

**Figure 6.** Internship Report Page Template. Each picture must include a time stamp showing the date and time the relevant work was done.

The **Internship Report** must include all daily activities listed in the **Internship Diary**. Daily activities in the report should be listed from the first day to the last day, in numerical order according to the coding (**Figure 7**). For example, D01.01, D01.02, ... D13.01, D13.02, ... D23.01, D23.02, ... D30.01, D30.02, etc.



**Figure 7.** Day and activity number coding method.

The **Internship Report** should also include Front and Back Cover pages. A sample Cover Page Template is shown in **Figure 8**. The Back Cover Page should include a paragraph of no more than 500 words that includes the student's personal opinions and experiences regarding the internship, as well as photographs from the construction site where they did their internship. A sample Back Cover page is shown in **Figure 9**.

The logo of Antalya Bilim University is centered at the top of the page.

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UNIVERSITY

ANTALYA BİLİM UNIVERSITY  
DEPARTMENT OF INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN  
IAED 3003 - INTERIOR ARCHITECTURE SUMMER PRACTICE I


INTERNSHIP START-END DATES  
NAME OF THE CONSTRUCTION SITE:  
LOCATION OF THE CONSTRUCTION:

YEAR AND SEMESTER:

PREPARED BY: NAME SURNAME OF THE STUDENT  
SCHOOL NUMBER

**Figure 8.** Internship Report Front Cover Page Template





**ANTALYA BİLİM  
UNIVERSITY**

**DEPARTMENT OF  
INTERIOR ARCHITECTURE AND  
ENVIRONMENTAL DESIGN**

**IAED 3003 - INTERIOR ARCHITECTURE SUMMER PRACTICE I**  
**YEAR & SEMESTER:**  
**PREPARED BY:**

**CONCLUSION**  
Please share your personal thoughts and experiences particular to the construction site.  
Maximum 500 words.

**PHOTOGRAPHS OF THE CONSTRUCTION SITE INCLUDING TIME AND DATE.**

**Figure 9.** Sample Internship Report Back Cover Page

## **THE INTERNSHIP PRESENTATION**

Following the preparation of the Internship Report, the internship presentation is prepared. The presentation must be in digital format and can be uniquely designed by the students. However, certain rules must strictly be followed:

The cover page must be prepared in accordance with the format in **Figure 9**. The cover page can be converted to landscape format. The file format used in the presentation must be **.pdf**.

Each presentation page following the cover page must include the following elements at the top:

- **Prepared by:** The student's name and surname must be included.
- **Course Code:** "IAED 3003 - Interior Architecture Practice I" must be specified.
- **Activity Name / Keyword:** The name of the work or a keyword must be found.
- **Coding:** The **D01.01**, **D02.02** coding must be used for each page in accordance with the work done, as specified in Figure 6.
- **Visuals:** Visuals supporting the work done must be included and they must be associated with the explanations.

The pictures to be shown on the slides must also be included in the Internship Report. Pictures that are not included in the Internship Report must not be included in the presentation file.

For photographs belonging to the construction site, the **time and date stamp** feature of the camera must be activated. The presentation language is **English**. Turkish presentations are not



accepted. Therefore, all terms and explanations expressed during the presentation must be in English. The presentation **duration must not exceed 15 minutes** in total, with a maximum of one minute for each slide. The course instructor may ask questions about the internship and request explanations from the student during or after the presentation.

## **SUBMISSIONS OF THE INTERNSHIP**

Students who complete their internships must be registered for the "IAED 3003: Interior Architecture Practice I" course in the Fall semester following the summer term in which the internship was conducted. Students who complete their internships must submit their Internship Diary and Internship Activity Report digitally to the course environment opened by the internship instructor on the LMS within the specified date range during the Fall semester in which they are registered for the course.

Students who do their internships in the summer term for the "IAED 3003: Interior Architecture Practice I" course submit two, or depending on the situation, three files in the Fall term. These documents are the Internship Diary, Internship Evaluation Form, and Internship Report (Students who provide entries into the IFS system do not need to prepare an Internship Report). The internship diaries signed by the construction site representative should be scanned properly and converted into a single PDF file. Various mobile applications or photocopiers with scanning features can be used for scanning. During the scanning process, the writings and signatures in the diary should be colored and legible. The Internship Activity Report should also be prepared as explained in the previous sections, converted into a single PDF file, and submitted digitally. Students who provide diary entries through the SBS system do not need to prepare a separate internship report. It should be noted that, unlike the Internship Diary, there is no need to print out the Internship Activity Report and have it signed by the construction site representative. Therefore, students submit two or three PDF files. Submissions made outside the format and layouts specified here will not be accepted. The internship instructor may request corrections for submissions that do not comply with the format. If any irregularities are detected in the re-submitted files, the internship instructor may give the submission a failing grade.

If the Internship Diary is prepared in the Excel program, the page layout must fit the paper perfectly. There should not be any half sentences or expressions on the papers. The Internship Diary and Internship Activity Report must be arranged according to vertically aligned A4 paper dimensions and submitted as printouts in a blue prong folder as shown in the example image in **Figure 9**. APPENDIX -3 must be included in the blue prong folder within a transparent sleeve inside its envelope. However, the other documents to be submitted must be placed inside the **blue prong folder** using a hole puncher, without using transparent sleeves.



**Figure 9.** Example Blue Prong Folder Visual

### **EVALUATION OF INTERNSHIP WORK**

The evaluation method for the internship diary, internship evaluation form, internship report, and internship presentation files submitted within the scope of the “IAED 3003: Interior Architecture Practice I” course is a two-stage process. Following the opening of the semester and the completion of registrations, the first submissions for the Internship Diary and Internship Report are made.

In the first submissions, the layout and compliance with the format are checked. All parts worked on while preparing the report, such as the title block, explanations, relevant visuals, and conformity to interior architecture, are subject to evaluation. After the course instructor performs the checks for the first submission and gives the first submission grades, they provide feedback to the student to correct the parts found unsuccessful according to the evaluation criteria. Subsequently, the second and final submissions for the internship diary and internship report are made during the midterm week. **In addition, the internship presentation is also submitted during the midterm week.** Furthermore, students who submit during the Fall semester are required to make a presentation based on their submitted internship presentation file on the dates announced by the internship instructor during the period they are registered for the course. The course instructor may ask the student questions about the internship and request explanations during the presentation. Therefore, the accuracy, correctness, and content of the information included in the documents and conveyed by the student in the presentation, the consistency of the pictures associated with the content, and the reliability of the methods used in measurements and calculations are evaluated.

**Table 1.** Internship Submission and Grading Table

<b>FIRST SUBMISSION</b>	<b>FIRST SUBMISSION</b>	<b>MIDTERM SUBMISSION</b>	<b>MIDTERM SUBMISSION</b>	<b>MIDTERM SUBMISSION</b>	<b>FINAL</b>
INTERNSHIP DIARY	INTERNSHIP REPORT	INTERNSHIP DIARY	INTERNSHIP REPORT	PRESENTATION FILE	PRESENTATION
<b>(%10)</b>	<b>(%10)</b>	<b>(%10)</b>	<b>(%10)</b>	<b>(%10)</b>	<b>(%50)</b>



### **SUPERVISION OF INTERNSHIP WORK AT THE WORKPLACE**

Department Internship Committee members and/or faculty members assigned by the relevant Department Heads may supervise the student doing the internship at the workplace. Student internships that are deemed inadequate as a result of the inspection reports may be deemed completely invalid by the decision of the Internship Committee.