



APPENDIX-6B: OFFICE INTERNSHIP GUIDE (DEPARTMENT OF INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN)

INTRODUCTION

Interior Architecture Internship II (IAED 4003) is a mandatory practice requiring students to perform interior architectural tasks during the summer term. The objective of this practice is to enable students to experience assigned tasks through practical applications and to observe office production, management, and design processes within a professional office environment, where they can practically apply the knowledge and skills acquired during their courses within the scope of interior architecture education. To achieve this, the activities listed below must be performed:

- Students must complete their internship at venues such as Interior Architecture Offices, Construction Companies, Yacht Companies, design offices of Furniture Production Companies, Public Institutions, or Municipalities. The institution where the internship is conducted **must employ an interior architect** who has **at least five years of professional experience** and is **registered with the Chamber of Interior Architects**.
- The instructor of the internship course announces the office internship start and end dates, as well as the submission deadlines for necessary documents, within the virtual course environment created on the Learning Management System (LMS) every spring semester. Therefore, students are required to follow the relevant announcements.
- Interior architecture offices, companies, institutions, and organizations operating in areas such as interior architectural design, construction, management, and production define the venues where office internships can be conducted. Other companies, institutions, and organizations that include these fields within their structure may also be considered suitable for interior architecture office internships.
- Internship start documents must be submitted on the dates announced by the internship coordinator before the students commence their office internship, and registration must be completed in the university's internship information system. Internships conducted without approved start documents and without registration in the university's internship information system are invalid. In such cases, the student bears full responsibility for any resulting liabilities and grievances.
- Within the scope of an academic internship, students may also complete their office internship by working on a revolving fund project under their advisor faculty member.
- Students must contact the managers/authorized individuals of the architecture office where they will complete their internship to obtain wet-ink signature approval for the internship start documents. The internship start documents are explained in the following sections of this guide.
- The mandatory internship duration is **45 working days**. This duration does not include public holidays or periods when the office is closed for any reason.



- In order to begin the Office Internship (IAED 4003 – Interior Architecture Practice II), students must have successfully completed IAED 3002 (Interior Design Studio VI). **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 a single block, without interruption. Completing the internship in parts, by finishing one section on one date and the remainder on another date, is unacceptable. In compelling circumstances, upon presentation of an official report by the student to the internship instructor, a maximum break of four working days may be permitted. Otherwise, the student must repeat the internship.
- Students are insured by the university for the duration of the internship. However, this insurance coverage applies only to students conducting their internship within Türkiye. The university does not handle insurance procedures for students completing their internship in an office abroad. In such cases, insurance status is the responsibility of the student.
- During the internship, students must monitor and observe office activities in compliance with occupational health and safety regulations.
- The student must be present at the office where they are interning on every working day for at least 8 hours. They must prepare the Internship Diary and Internship Activity Report documents, which must be filled out daily to detail their presence, observations, and practical applications within the office. Detailed information regarding these documents is explained in the following sections.
- Office tasks must be observed, contributed to, and executed, with the results duly reported. Detailed information regarding the reporting of office work is explained in the following sections of this guide.
- The internship supervisor in the office must sign every entry in the daily work report, and every page must be stamped. The process of preparing the internship diary is explained in the following sections.
- Throughout the internship, students must report relevant details in the Internship Diary and Internship Activity Report using terminological language. Activities that do not correspond to an established rule or standard should not be included in the internship diary or report.
- The language of the Internship Diary can be Turkish.

THE PROCESS OF THE INTERNSHIP

Interior Architecture Internship II (IAED 4003) is mandatory to be conducted in the summer term after the 6th 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 office internship must be done in the summer term after the 6th semester. The documents required to apply for and start the internship are prepared, approved, and submitted in the 6th 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.

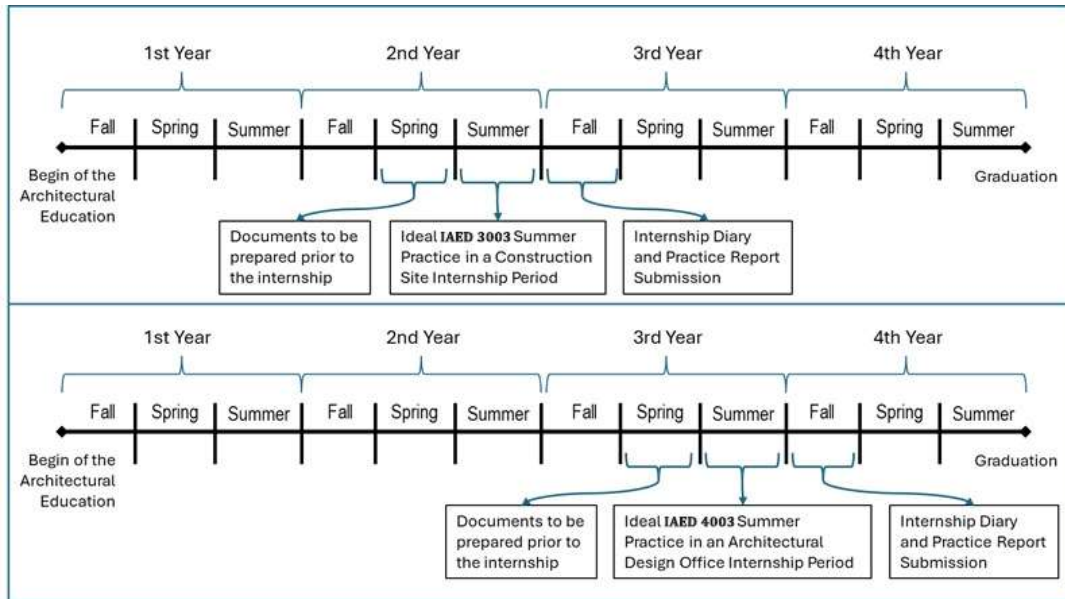


Figure 2. The process of "IAED 3003: Interior Architecture Internship I" and "IAED 4003: Interior Architecture Internship II" courses.

INTERNSHIP START DOCUMENTS

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

The document contains the information of the company/office where the internship will be conducted. The sections that need to be filled in the document must be completed fully and accurately, a printout must be taken, and it must include the wet-ink signature of the authorized personnel of the internship placement, the wet-ink signature of the advisor faculty member, and the internship advisor. After these processes are completed, the wet-ink signed documents must be scanned and submitted digitally to the relevant link of the course opened by the internship instructor on the LMS.

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

The document specifies and explains the rules and guidelines that must be taken into consideration and complied with when starting and during the internship. The items in this document must be read carefully, and the specified items must be followed throughout the internship. After taking a printout from the document, filling in the student name and surname section, and signing it, it must be scanned and submitted digitally to the relevant link of the course opened by the internship instructor on the LMS.

- **IFS (SBS) Internship Follow-up System Excel**

This document contains the information filled in the university's Internship Information System (IFS). Therefore, it must be filled completely. Students must fill out the form completely, upload it to the LMS at least 15 days before the day they start their internship,



and inform their internship advisor faculty member via email that they have uploaded the form. Students can do their internship after they have been entered into the SBS by the course instructor and after they have verified through the E-devlet system that their insurance entries have been completed by the university. Even if students who will do an internship abroad are not insured by the university, this document must be filled out by them completely as they need to be entered into the SBS. Documents filled incompletely or incorrectly can cause various problems such as the inability to make internship registrations and the inability to be insured at the internship placement.

Students must fill out all three documents explained above as required. While printouts must first be taken from the **Internship Approval Form** (Appendix-1) and **Rules and Regulations Form** (Appendix-2) documents, then scanned and submitted, **IFS (SBS) Internship Information System Excel Form** is filled out in Microsoft Excel environment and submitted digitally in Excel format. Scanning applications developed for scanning, such as Microsoft Office Lens, should be preferred for scanning processes. During the scanning process, the documents must be placed linearly in the scanning frame, and the texts must be clearly legible. The scanned document must not be skewed, upside down, or have some parts missing.

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 the document that lists the activities observed and experienced by the student in the interior architecture office. In the Internship Diary, the work belonging to each day must be written in detail, documented, and the role of the interning student in these works must be explained. A sample Internship Diary table is shown in Figure 3. The layout and format in the table must be exactly the same. Regarding the content of the documents that the student will add to the internship diary and submit to the internship committee, requirements are sought for the content to be related to the student's level of knowledge and skills, to be of a quality and credibility that expresses that the work was performed by the student, and to be clear and concise.



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 sorumlusu 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.

Furthermore, all daily activity tables must be signed by the internship supervisor and the student. Signed daily activity tables must be properly scanned in color and submitted on the date announced by the university internship instructor. The submitted file must have a PDF extension. Excel or other file formats are not valid. For pictures belonging to office activities, the time and date stamp feature of the camera must be activated. Pictures belonging to office activities will be used in the Internship Report.

You can follow the steps below to turn on the visibility of the time, date, and location feature on iOS-based phones (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.

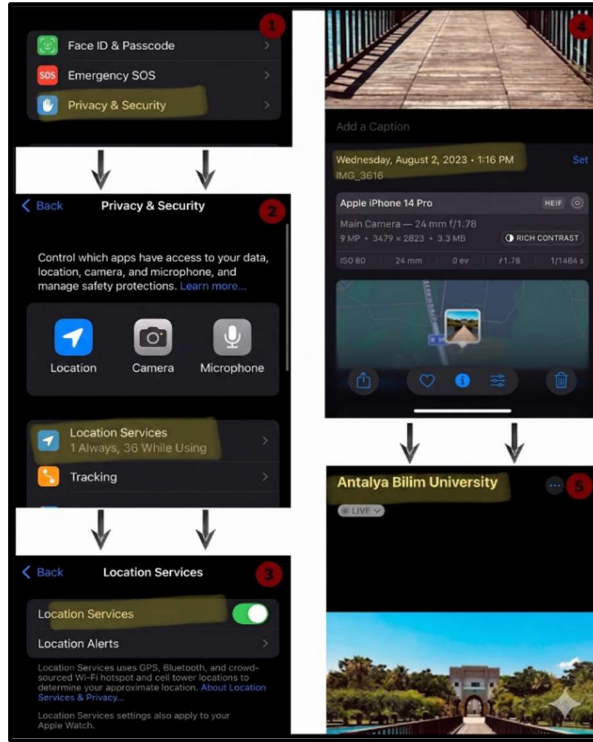


Figure 4. iOS Time-Date Stamp Activation Steps

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.

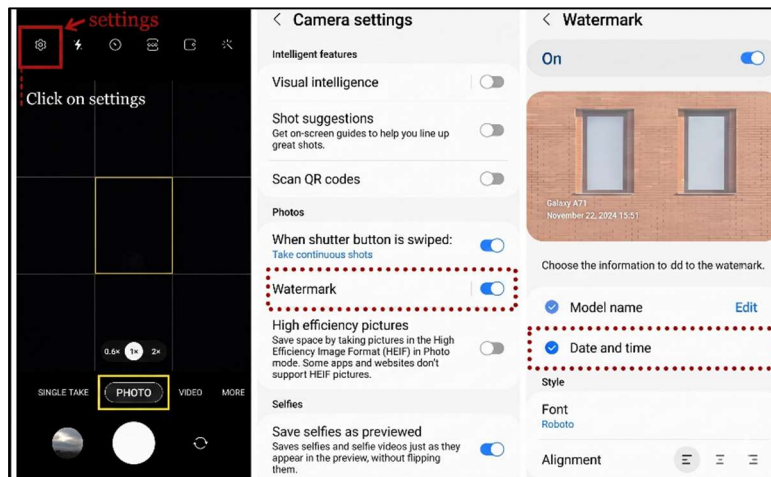


Figure 5. Android Time-Date Stamp Activation Steps



THE INTERNSHIP REPORT

At the end of the internship, interning students are expected to prepare an Internship Report detailing the activities experienced, observed, and recorded in the Internship Diary. The report contains more detailed explanations of the activities included in the Internship Diary. This submission method ensures that the interning student monitors office activities more carefully and learns the application 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.

ANTALYA BİLİM UNIVERSITY
DEPARTMENT OF INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN

IAED 4003 - INTERIOR ARCHITECTURE SUMMER PRACTICE II
YEAR&SEMESTER:
PREPARED BY:

D01.01
Information and Explanation of The Day's Activity...

THIS LAYOUT MUST BE USED ON EVERY PAGE.

IMAGES ABOUT THE WORK

D01.02
.....

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.

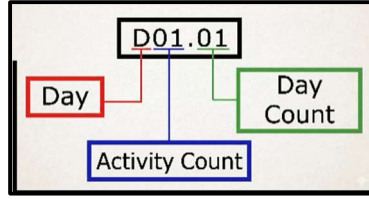



Figure 7. Day and activity number coding method.

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 of the work performed during the internship. A sample Back Cover page is shown in **Figure 9**.

A template for the front cover page of an internship report. It features the Antalya Bilim University logo at the top center. Below the logo, the text reads: 'ANTALYA BİLİM UNIVERSITY', 'DEPARTMENT OF INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN', and 'IAED 4003 - INTERIOR ARCHITECTURE SUMMER PRACTICE II'. Further down, there are fields for 'INTERNSHIP START-END DATES', 'NAME OF THE COMPANY', 'YEAR AND SEMESTER:', and '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 4003 - INTERIOR ARCHITECTURE SUMMER PRACTICE II
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 4003 - Interior Architecture Practice II" 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 Office activities, **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 internship must be registered for the course “IAED 4003: Interior Architecture Practice II” in the Fall semester following the summer period in which the internship was conducted. Students who complete their internship must digitally submit their Internship Diary and Internship Activity Report within the specified date range to the course environment opened by the internship/course instructor on the LMS during the registered Fall semester.

Students who conduct their internship in the summer period for the “IAED 4003 – Interior Architecture Practice II” course submit two or, depending on the situation, three files in the Fall semester. These documents are the Internship Diary, Internship Evaluation Form, and Internship Report (Students who provide entries to the IFS system do not need to prepare an Internship Report). Internship diaries signed by the office official must be properly scanned and merged into a single PDF file. Various mobile applications or photocopy machines with scanning features can be used for the scanning process. During the scanning process, the writings and signatures in the diary must be in color and legible. The Internship Evaluation Form must be submitted in a stamped and signed envelope as specified on the previous pages. Likewise, the Internship Report must be prepared as explained in the previous sections, converted into a single PDF file, and submitted digitally. Students who provide the entry of diaries via 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 take a printout of the Internship Report and have it signed by the construction site official. Therefore, students submit two to three PDF files. Submissions made outside of the format and layouts specified here will not be accepted. The internship instructor may request corrections regarding submissions that do not comply with the format. If non-compliance with the format is detected in the re-submitted files as well, the internship instructor may give a failing grade to the submission.

If the Internship Diary is prepared in the Excel program, the page layout must fit the paper completely. Any half sentences or expressions should not be included on the papers. The Internship Diary and Internship Activity Report must be arranged according to vertical A4 size paper dimensions and submitted as a hard copy inside the blue prong folder shown in the example visual in **Figure 9. APPENDIX-3** should be included in the blue prong folder within a transparent sleeve inside an envelope. However, the other documents to be submitted must be submitted inside the **blue prong folder** using a hole punch, 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 4003: Interior Architecture Practice II” 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

FIRST SUBMISSION	FIRST SUBMISSION	MIDTERM SUBMISSION	MIDTERM SUBMISSION	MIDTERM SUBMISSION	FINAL
INTERNSHIP DIARY	INTERNSHIP REPORT	INTERNSHIP DIARY	INTERNSHIP REPORT	PRESENTATION FILE	PRESENTATION
(%10)	(%10)	(%10)	(%10)	(%10)	(%50)



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.