

DEPARTMENT OF ARCHITECTURE

Internship Procedures and Requirements

25 May 2022



INTERNSHIP

The following internships should be made in order to graduate from the undergraduate program of the Department of Architecture at Izmir University of Economics:

(ARCH) ST102 Freshman Workshop Internship (2 weeks-10 week days)

(ARCH) ST204 Sophomore Construction Site Internship (4 weeks-20 week days)

(ARCH) ST304 Junior Office Internship (4 weeks-20 week days)

Internship Committee Members

Lecturer Michael Young (**Department Coordinator**)

Lecturer Dr. Ece Küreli Gülpınar

Lecturer Hugh David Clarke

Asst. Prof. Dr. Lale Başarır

Res. Asst. Gözde Damla Turhan



Internship Webpage

<https://mmr.ieu.edu.tr/tr/stajlar>



GÜZEL SANATLAR VE TASARIM FAKÜLTESİ

Mimarlık



- Ana Sayfa
- Hakkımızda
- Akademik ×
 - Akademik Kadro
 - Akademik Yönetim
 - Öğretim Programı +
 - Lisansüstü Programlar +
 - Stajlar
 - Çift Anadal ve Yan Dal Programları

MİMARLIK



Hoş Geldiniz!

Mimarlık mesleği toplumun kültürel, sosyal ve estetik değerlerini etkileyerek gelişen mekan tasarlama sürecidir. Çağımızın gelişmiş bilgi ve iletişim teknolojileri mimarlık mesleğini ve eğitimini de değiştirmektedir. Geldiğimiz noktada mimari yaratıcılık sadece bilgisayar destekli çizim yoluyla değil artırılmış gerçekliği sağlayan diğer dijital ve sayısal metodlarla ifade edilerek, tasarım ve inşa etmeye yeni bir boyut kazandırılmıştır. Bir ilke olarak sürdürülebilirlik malzeme seçimi ve bina sistemlerine entegre edilmiştir. Doğal formlar biyomimetik tasarımlara ilham vermektedir.

Registration

Indicate the Internship Type
Workshop/Construction/Office

<http://mmr.fadf.ieu.edu.tr/en/stajlar>

15 DAYS BEFORE INTERNSHIP STARTS

Fill "Internship Acceptance Form"

Get signature from the institution/authorised person

Get Internship Track Number

from Res. Asst. Ece Küreli
OR
Internship Committee

Get signature from Internship Committee

Take 3 copies

SUBMIT
1 PHOTOCOPY
to
Career Guidance Center

Keep the extra copy

SUBMIT
ORIGINAL FORM + 1 PHOTOCOPY
to
Res. Asst. Ece Küreli OR
Internship Committee

During Internship

Fill an A4 paper each day of the internship in addition to the questions indicated in 'IUE Internship Guide'. In this page, a 150 words text and two images (photo, sketch, detail drawing, etc.) regarding what has been done in that particular day should take place. In addition, the date should be indicated on top-right of each page.

After Internship Step 1

Fill "Internship Place Evaluation Form"
Original should be bound on the reverse of the report

+
Get your "Intern Evaluation Form" signed and sealed

<http://mmr.fadf.ieu.edu.tr/en/stajlar>

After Internship Step 2

IN ONE WEEK AFTER INTERNSHIP

SUBMIT

- (1) Bound report w/ signed "Checklist for Internship Report Submission" as front matter
- (2) Copy of "Internship Place Evaluation Form"
- (3) "Intern Evaluation Form" in a sealed envelope

to
Res. Asst. Ece Küreli
OR
Internship Committee

<http://mmr.fadf.ieu.edu.tr/en/stajlar>

INTERNSHIP

The Internships should be made in accordance with the items available in the IUE Internship Guide. However Department of Architecture requires additional rules and formats to be followed rigorously.

At the beginning of each internship the flow chart on the right should be taken as reference.

For detailed information please visit
<http://mmr.fadf.ieu.edu.tr/en/stajlar>

2022 – 2023 academic year

SUMMER

ST 102

WORKSHOP INTERNSHIP

MODEL MAKING
RESTORATION SURVEY
BUILDING PRODUCT MFR.
CABINET / FURNITURE WORKSHOP
ETC.

2023 – 2024 academic year

SUMMER

ST 204

CONSTRUCTION SITE
INTERNSHIP

CONSTRUCTION OFFICE
SEE ALL PHASES OF CONSTRUCTION
NOT YAPI DENETİM

2024 – 2025 academic year

SUMMER

ST 304

CONSTRUCTION
DOCUMENTATION
INTERNSHIP

ARCHITECTURAL OFFICE
WORKING WITH A LICENSED ARCHITECT
ACTIVELY WORKING ON CONSTRUCTION DOCUMENTS

Step 01: Register

Internship Procedures and Requirements

25 May 2022

2223_XYY

İZMİR EKONOMİ ÜNİVERSİTESİ
2021-2022 STAJ KABUL FORMU
(Staj yapılacak kurum tarafından staj öncesinde doldurulacaktır.)
İZMİR UNIVERSITY OF ECONOMICS
2021 -2022 INTERNSHIP ACCEPTANCE FORM
(This will be filled in before the internship by the institution in which the
internship will be performed.)

I-ÖĞRENCİ BİLGİLERİ / STUDENT INFORMATION

Adı-Soyadı/ Name-Surname :
Öğrenci No / Student ID No:
Fakülte ve Bölüm:
Faculty and Department:
Staj Başlangıç ve Bitiş Tarihleri:
Internship Beginning and Completion Dates:
Ev Adresi / Contact Address:
Tel : (Ev / Home) GSM :
E-mail :

II-FİRMA ADI, FİRMA ADRESİ, İLETİŞİM BİLGİLERİ VE İMZA

Firmanın Adı / Name of the Institution:
Departmanın adı / Name of the department
Firma Adresi / Address of Institution:
Teli/Phone: E-mail :
Departman Yetkilisinin Adı /
Name of the Responsible for Department:
İnsan Kaynakları Müdürünün Adı/
Name of Human Resources Manager:

İŞYERİ STAJ YETKİLİSİNİN ONAYI/APPROVAL OF THE STAFF RESPONSIBLE FOR INTERNSHIP AT THE INSTITUTION

Öğrencinin stajını Kurumumuzda yukarıda belirtilen tarihler arasında yapmasını kabul edilmektedir. / The person is permitted to do his/her internship at our institution on the dates indicated above.

İUE STAJ KOMİSYONU ONAYI/APPROVAL OF İUE INTERNSHIP COMMITTEE

Bu şekilde adı geçen öğrencimizin belirtilen kurumda stajını yapmasını komisyonumuz tarafından uygun görülmüştür/ It is approved for our student, identified above, to do his/her compulsory internship at the institution indicated.

Kurum Yetkilisi / Responsible Staff of the institution
Adı/Soyadı - İmza - Kase / Name, Surname - Signature - Stamp

Staj Komisyonu / Internship Committee
Adı/Soyadı - İmza / Signature

FILLED BY DofA INTERNSHIP COMMITTEE

4

FILLED BY YOU

1

FILLED BY YOUR INTERNSHIP SPONSOR

2

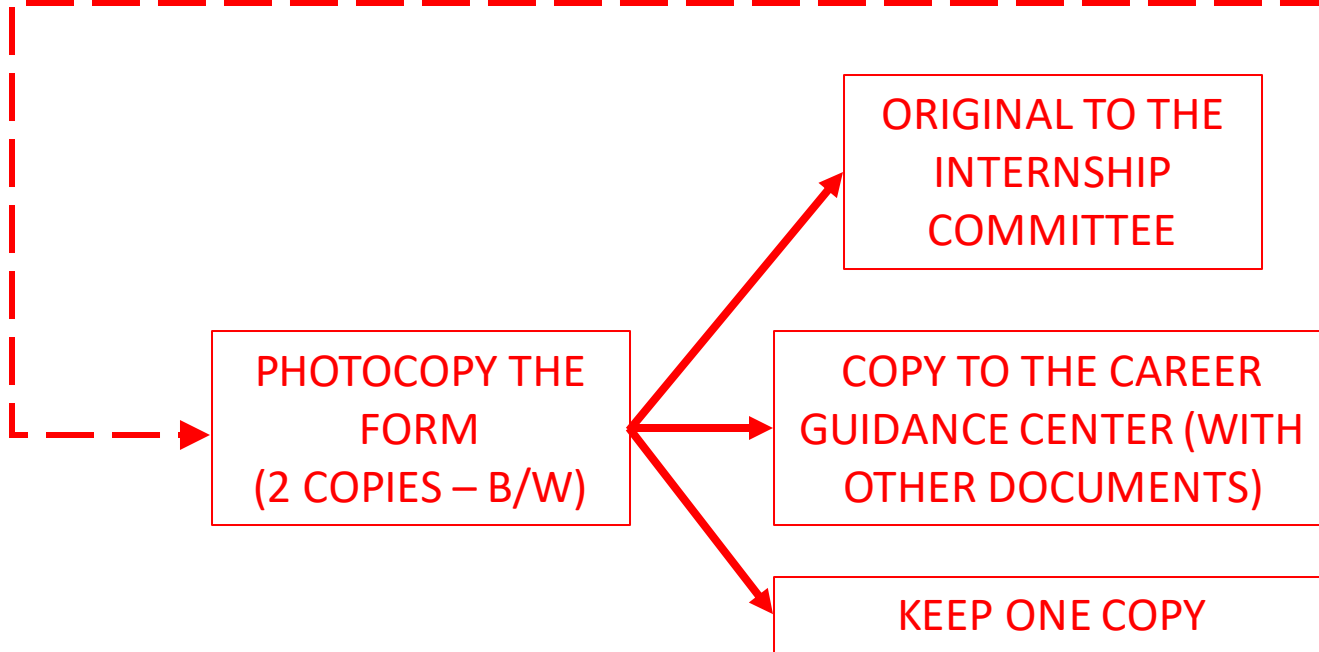
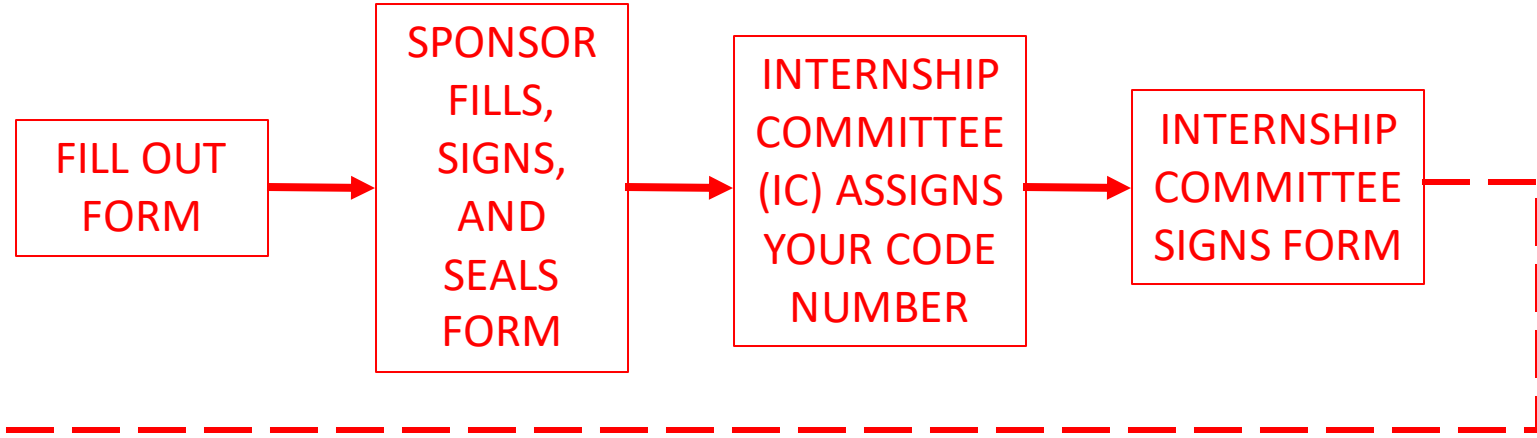
SIGNED AND SEALED BY YOUR INTERNSHIP SPONSOR

3

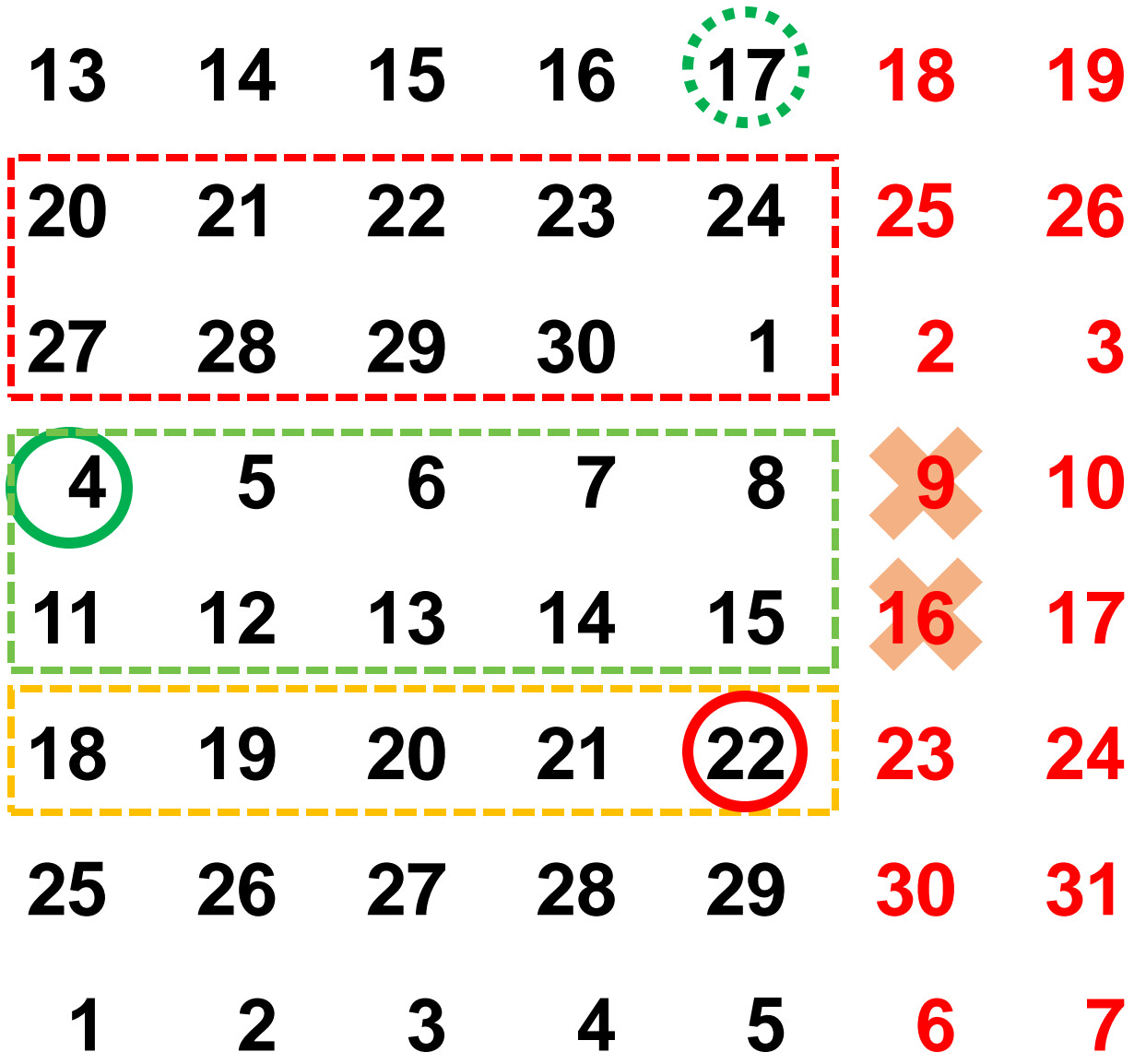
SIGNED BY DofA INTERNSHIP COMMITTEE

5

<https://kariyer.ieu.edu.tr/tr>



2021-2022 Akademik Yılı yaz döneminde staj yapacak öğrencilerimiz için staj tarihleri 4 Temmuz-1 Ekim 2022 tarihleri arasındadır. İlan edilen tarihlere göre staj yapmak isteyen öğrencilerimizin staj sırasında sigorta primlerinin ödenmesi sürecinin aksamaması için evraklarını en az 15 gün önce staj@ieu.edu.tr adresine mail atmaları yada Kariyer Merkezine iletmeleri gerekmektedir.



Registration form **MUST** reach Career Guidance Office 17 days before the expected start date!

Saturdays **DO NOT** count in the "working days."

You have 7 days after the internship ends to submit the report **ON TIME**.

Step 02:

Perform the Internship

Internship Procedures and Requirements

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Document everything!!!

Step 03:

Prepare the Internship Report

Internship Procedures and Requirements

25 May 2022

Remember:

Internships must be done according to the principles specified in the IUE Internship Guide.

Internship reports for the Department of Architecture are prepared **in English in A4 size** for all three internship types.

Start writing your report by answering the 7 questions indicated in the IUE Internship Guide.

Your journal (main text) is answer to question #5!



İZMİR EKONOMİ ÜNİVERSİTESİ
STAJ KILAVUZU

Format & Content:

Write one page per day for the main text of the Internship Report.

This page should contain a text of at least 100 words and 2 images (photographs, sketches, detail drawings, etc.) related to the work done that day.

Write the date of the relevant day in the upper right corner of each page.

Have your internship sponsor sign and stamp all pages of the Internship Report.



Additional documents:

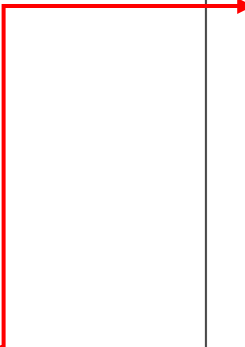
Fill the **Internship Place Evaluation Form** and insert it as the last page of the Internship Report.


Have your internship sponsor sign the **Intern Evaluation Form**. It must be submitted in a sealed and signed envelope with the code number on it.

Intern evaluation form must be unopened and should not be seen by you!

YOU. SHALL NOT. SEE. IT.

Mark and sign the **Internship Report Checklist** and add it on the first page of the Internship Report.




IZMIR UNIVERSITY OF ECONOMICS
Department of Architecture
Checklist for Internship Report Submission

To be ticked (checked), confirmed and signed by the student:

- Binding is in format. Following the format, Code, Name, and Year is properly printed.
http://phoenix.ieu.edu.tr/betanix/uploads/cms/mmr.fadf.ieu.edu.tr/2417_1431328491.jpg
- The questions are answered in English.
http://phoenix.ieu.edu.tr/betanix/uploads/cms/mmr.fadf.ieu.edu.tr/2417_1499077809.pdf
- The report is complete. Each day is reported on a separate page with a paragraph. There is at least one image per page.
http://phoenix.ieu.edu.tr/betanix/uploads/cms/mmr.fadf.ieu.edu.tr/2417_1499077809.pdf
- Each page is sealed and signed by the internship supervisor.
- The intern evaluation form is being submitted in a sealed and signed envelope.
http://phoenix.ieu.edu.tr/betanix/uploads/cms/mmr.fadf.ieu.edu.tr/2417_1431328419.pdf
- Have a copy of the Internship Place Evaluation Form.
http://phoenix.ieu.edu.tr/betanix/uploads/cms/mmr.fadf.ieu.edu.tr/2417_1431328418.pdf
- This checklist is included in the final binded-report.

Date:	Signature of Student:
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To be confirmed, signed and filled by the Internship Committee

Date:	Signature of Member:	F	T	K	Z

Izmir University of Economics | Department of Architecture | mmr.fadf.ieu.edu.tr/en/stajlar

Step 04: Submit The Report

Internship Procedures and Requirements

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Binding:



YES softcover binding

NO sprial

NO plastic bag folder

No stapling