



**ÇANKAYA ÜNİVERSİTESİ  
MİMARLIK FAKÜLTESİ  
İÇ MİMARLIK BÖLÜMÜ**

**INSTRUCTION MANUAL FOR SUMMER PRACTICE REPORT<sup>1</sup>**

As part of your summer practice, you are required to submit a **Summer Practice Report**.

**A. CONTENT REQUIREMENTS:**

**PLEASE USE THE BELOW OUTLINE FOR YOUR REPORT!**

**1. INTRODUCTION**

THIS PART SHOULD INCLUDE THE INFORMATION ON:

- Type of the summer practice
- Purpose of summer practice
- Location of the company (company address)
- Condition and purpose of the company (a brief description of the company, its history, size, staff, its client profile, the branch it serves, past projects, the definition of its productions and any related information)
- The dates of the period when the summer practice was done
- General information of the process of summer practice
- Place of the company within the establishment of the built environment process
- This section is also the appropriate place to include your more personal experiences, as well as any graphic documentation more personal in nature: social gatherings, funny office moments caught on film, you or other office staff in action, and the like.

**2. WORK ORGANIZATION**

THIS PART SHOULD INCLUDE THE INFORMATION ON:

- Organization scheme of the company
- Department that the student attended
- Definition of the department
- The working process of the department
- Contribution of the department of the company
- The number and the duties of the employees
- The place of the interior architect within the company and the department
- The technological devices that the company makes use of (computer programs, machine parks, techniques used for presentation, application, etc.)

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<sup>1</sup> The instruction manual of Summer Practice, prepared by Bilkent University Department of Interior Architecture has been used as a key reference when preparing this manual.

### 3. WORK PROCESS

THIS PART SHOULD INCLUDE THE INFORMATION ON:

- Definition of the work that the student was involved
- In which level of the project does the company get in charge
- In which level of the project does the department and the student get in charge
- The schedule of the work process for the given and applied work
- Daily explanation of the development of the work process (supported with the visual documentation such as: sketches, drawings, photographs, blue-prints, etc.)
- The media used during this process
- The latest condition of the project when the student ended his/her summer practice

### 4. EVALUATION AND CONCLUSION

THIS PART SHOULD INCLUDE THE COMMENTS ON :

- The contribution of the student to the department / company / application process,
- The contribution of such summer practice to the student (materials, techniques, and applications, etc.)
- Criticism of the work being done
- Criticism of the working system of the company

This is the section that you are required to denote your specific observations and your contribution to that company, with respect to the focus of Summer Practice, as listed below, respectively:

1. **Experience on Site, (INAR 100)** and / or
2. **Production Techniques, (INAR 200)** and
3. **Project Scheduling and Coordination (INAR 300)**

As a **Conclusion**, you shall address, in general terms, the experience you gained through the practical training and observations, during your stay with that company. 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.

### THE APPENDIX

#### 1) **Graphic Documentation:**

This section of the report contains the **Graphic Documentation**, consisting of sketches, details, drawings, photographs, short -form specifications, or any other contract documents you may wish to include. You should insert a caption to each figure and include your observations, identifying your role and specific involvement in any of the included graphic documentation.

#### 2) **Project Archive (original copies of the projects, and drawings):**

This section shall consist of the copies of projects or drawings that was not drawn by the student, but may give information on the work to which student contributed to its application and/or production process.

#### 3) **CD:** This CD shall include both the digital copy of your report (doc file) and the visual material enclosed as appendix (graphic documents and projects).

Adres: Çankaya Üniversitesi Mimarlık Fakültesi  
İç Mimarlık Bölümü 06530 Balgat, Ankara

Tel: (+90) 312 284 4500  
Website: <http://inar.cankaya.edu.tr/>

## **B. FORMAT REQUIREMENTS**

The format-instructions for Your **Summer Practice Report** are as follows:

The reports submitted to the Summer School Committee should be in English. **This semester we will not accept the reports submitted in plastic files. Paperback binding or spiral binding is required.** The color of the paperback binding varies according to the type of the practice:

Red colored binding for site summer practices	INAR 100
Yellow colored binding for workshop summer practices	INAR 200
Blue colored binding for office summer practices	INAR 300

In addition to paperback binding, you shall submit a **CD**, in which the doc file of your report is saved.

### **Technical Organization:**

- a) The **Paperback Cover** of the report shall contain the following information:
- The code and name of Summer Practice: **INAR 100 Summer Practice I Report**
  - Your name
  - Date of Summer Practice
- a.1) The **Front Page** of the report shall contain the following information:
- The code and name of Summer Practice
  - Your name
  - Advisor's Name
  - Company's Name
  - Date of Summer Practice I
- b) The **Table of Contents** shall list the content of the Body of the Report, as follows:
1. INTRODUCTION
  2. WORK ORGANIZATION
  3. WORK PROCESS
  4. EVALUATION AND CONCLUSION
  5. THE APPENDIX
    - 5.1 GRAPHIC DOCUMENTATION
    - 5.2 PROJECT ARCHIVE
    - 5.3 CD

### **General Page Format:**

The pages must be enumerated **consecutively**, starting with Section 1 Introduction, but excluding the Appendix. Page margins shall be set at 4 cm at top, and 2.5 cm at bottom, left and right. Headers shall be point size 12, and bold. The Main Body of the Report shall be typed using point size 11, and text lines shall be double-spaced. The Body of the Report shall be at least 10 pages and no more than 40 pages in length (including visual material), A-4 format, following the above Page Format requirements. You should support your argument by photographs, drawings, sketches, blue-prints and such visual documentation; to each you should insert a caption.

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### **A General Note of Caution: Plagiarism**

Plagiarism is a serious offence in Çankaya University, resulting in severe disciplinary action. Using ideas and research findings of others, and yet pretending that they are your own is plagiarism, which is not only unethical and immoral but also **a crime**. Therefore, **you are advised and strongly warned** not to borrow others' material directly without citation (otherwise, it is plagiarism) and not to use unnecessary "filler" material compiled from internet or other sources. Thus, including any activities that was not actually performed by you or, any observations and comments that was not authored by you as a part of your report will not be tolerated. Therefore, great care must be given to using a proper style in writing your Summer Practice Report, so that your activity during your summer practice and your findings could be clearly distinguishable without any ambiguity from other submissions, even if you perform your Summer Practice with other students of your Department, in the same company.

### **Deadline of Submission of Report**

Your Summer Practice I Report (hardcover files and its digital copy, saved in a CD) should be submitted to the Department no later than October 2, 2015.

**SUBMISSIONS AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

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