ALANYA HAMDULLAH EMİN PAŞA UNIVERSITY

FACULTY OF ARCHITECTURE

DEPARTMENT OF ARCHITECTURE

**INSTRUCTION MANUAL FOR SUMMER PRACTICE REPORT**

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

Please follow the instructions to write your report!

You will have to download all the necessary files ( cover page, front page, page layout (daily working papers) etc). At the end of your summer practice, you will submit the printed version of your report (s) as well as a cd copy to the evaluation committee.

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

* The reports submitted to the Summer Practice Committee should be in English.
* You have to download the cover **page, front page** and **page lay-out** from the internet. (http://www.ahep.edu.tr/tr/staj.arch)

**The cover page should have the following information:**

* The code number and the name of the summer practice
* Your name, surname
* Date of the summer practice

**The front page of the report should have the following information:**

* The code number and the name of summer practice
* Your name and surname
* Advisor’s name
* Company’s name
* Date of the summer practice
* Table of contents

**Outline of the Table of Contents:**

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

**1. INTRODUCTION**

This part shoud cover the following:

* Type of the Summer Practice
* Purpose of the Summer Practice
* Location of The Company (Company Adress)
* 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 products and related information)
* The period of the summer practice
* General information of the process of summer practice
* Other Office personel
* General atmosphere of the Office

**2. WORK ORGANIZATION**

This part shoud cover the following:

* Organizational chart of the company; department that the student attended; definition of the department
* The working process of the department; contrubution/function of the department; the number and the responsibilities of the employees; the place of the 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.)

**3. WORK PROCESS**

Thıs part shoud cover the following:

* Definition of the project (s) that the student was involved
* In which level of the project does the company get in charge to the project
* In which level of the project does the department and student get in charge
* The schedule of the work process for the given and applied work
* Daily explanation of the progress of the work ( supported with visual documentation such as sketches, drawings, photographs, blue-prints, etc.)

**4. EVALUATION AND CONCLUSION**

Thıs part should include the comments on:

* Explanation of the latest condition of the project when the student completed his/her summer
* 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
* In conclusion, the experience gained through the training and observations has to be addressed

**THE APPENDIX**

1) Graphic Documentation :

This section of the report contains the Graphic Documentation - 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 should consist of copies of the projects or drawings that were not drawn by the student, but that give information on the work whose application and production process the student contributed to.

3) The CD will include both the digital copy of your report (doc file) and the visual material enclosed as appendix (graphic documents and projects).

**FORMAT REQUIREMENTS**

**Page layout :**

The pages must be enumerated consecutively, starting with Section 1 introduction, but excluding the Appendix. The main body of the report should 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 50 pages in lenght (including visual materials), 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.

**A General Note of Caution :**

**Plagiarism**

Plagiarism is a serious offence in Alanya Hamdullah Emin Paşa 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 crime. Therfore, 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 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 same company.

**Deadline of Submission of Report**

Your Summer Practice Report (coverpage files and its digital copy, saved in a CD) should be submitted to the department no later than the first week of the Fall semester. ( the deadline dates will be announced at the website every year)

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