**MEF University Faculty of Fine Arts, Design and Architecture**

**Undergraduate Programs**

**INTERNSHIP PRINCIPLES**

1. **AIM and SCOPE**

Through the internship program, it is aimed to introduce students to the professional practices and relations with other professional groups, to raise awareness about the legal and managerial dimensions related to the practices of architecture and interior design, and to have students gain experience in different fields of the practices of architecture and interior design.

1. **INTERNSHIP REQUIREMENTS AND TIME PERIOD**
   1. The internship period is 72 days in total. This period should include internships studies both in offices and at building sites.
   2. The 'faculty internship’, which is defined in the undergraduate program of the Faculty of Arts, Design and Architecture, is not included in the 72 days-internship period. In-school internship is an internship program organized by the Faculty which aims to improve the experience and skills of the students.
   3. To be able to pursue an internship, students must have enrolled in the ARC102 Course.
   4. Each official working day in the workplace (as long as documented) is considered as a workday of the internship.
   5. Internships studies should be completed during the academic break. Students registered to the summer schools of MEF University or another university cannot do an internship during the summer school. Only students who have a maximum of 8 credits left for their graduation but have not completed their internship requirements can do a mandatory or non-mandatory (see also section 3.6) internship within the academic semester.
   6. The number of total work days should not be less than 24 days for each internship period. Internships can be completed in 24+24+24 days of 3 periods or 36+36 / 24 + 48 days of 2 periods.
   7. The internship responsibility of Double-Major Program depends on the second major of the student. If both majors of the Double-Major student are in the Faculty of Arts, Design, and Architecture; in order to complete the graduation requirements, the student is responsible of completing 24-day office or construction site internship in his/her second major, in addition to the internship requirements of the first major. Students, whose only one major is of Faculty of Arts, Design and Architecture, are responsible of internship principles and regulations of the both faculties and programs they are enrolled in. There are no internship requirements for Minor Programs.
   8. Students who have not completed the obligatory internships cannot graduate until they fulfill the internship requirements.
2. **INTERNSHIP TYPES**
   1. The responsibility of finding the organization for internship belongs to the student. The Faculty decides whether or not the internship placement suggested by the student is appropriate for the professional development of the student.
   2. Internships can be completed in Turkey or abroad.
   3. Office internship consists of studies carried out in architecture and interior design offices.
   4. Construction site internship consists of works carried out in the building sites.
   5. Internships in archaeological excavations are considered as office or worksite internships, depending on the scope of the study.
   6. Non-mandatory internships are internships completed in addition to compulsory internships imposed by the Faculty. Students who are registered and have a maximum of 8 credits can do non-mandatory internship during an academic semester.
3. **PROCESS**
   1. Faculty Internship Committee announces two application deadlines each academic year. Each student is responsible of delivering the necessary information regarding his/her internship to the Internship Committee until the announced dates. The online ‘MEF University Faculty of Arts, Design and Architecture Internship Application Form’ should be filled by the workplace, before the application deadline, 20 days prior to the starting date of the internship. Internships done without the necessary approvals won’t be accepted.
   2. Every student should record his / her work during the internship in the internship notebook on a daily basis and convert it into a report. At the end of the internship, the folder is approved by the person in charge at the organization.
   3. At the end of the internship, the student submits the internship report, internship evaluation form and internship application form approved by the person in charge at the organization with wet signature via e-mail to the Internship Committee between the announced dates.
   4. The procedures specified by the University are eligible for non-mandatory internships as well. Students willing to do a non-mandatory internship should fill out both the Non-mandatory Internship Application Form and the Voluntary Internship Form (*Gönüllü Staj Bildirim Formu*). Students do not submit either an internship report or an internship evaluation form at the end of a non-mandatory internship.
4. **INTERNSHIP REPORT**
   1. The students record their work done during the internship in their internship notebooks and convert it into an internship report in the given format.
   2. The report should include a copy of each work completed during the internship in the appendices.
   3. The tasks and responsibilities of the student during the studies should be specified in detail.
5. **EVALUATION**
   1. The Internship Committee examines the submitted internship documents according to the internship rules and regulations. As a result of the examination, the Internship Committee may accept the student's internship, request correction for the completion of the missing documents, or refuse the internship.
   2. Internship Committee delivers the information about the accepted internships through a written document to the department heads. The list is then delivered to Faculty of Arts, Design and Architecture Dean’s Office and finally to the Student Affairs Office through the Dean’s Office.
   3. The student who is requested corrections of their internships must perform the required correction within a maximum period of one month. Otherwise, the internship is rejected, and a written notification is delivered to the department heads, and then to the Dean’s Office.
   4. The internship periods completed by the students are assessed by the Internship Committee according to their contribution to the professional formation and success of the student for completing the given tasks.

**MEF University Faculty of Fine Arts, Design and Architecture Internship Committee:**

Asst. Prof. Dr. Esra Sert – Res. Assist. İrem Korkmaz – Res. Assist. Hasan Murad Adalı

Please send your internship related questions to the below listed e-mail addresses:

For all departments: [arcintern@mef.edu.tr](mailto:arcintern@mef.edu.tr)