

The internship book/report includes the general definition, purpose and content of the work done, the people and institutions carrying out the work and the introduction of the institutional structure, the types and qualities of the subjects covered.

In this context, it is expected that the detailed explanation and results of the personal work done, the presentation of the example that is the basis of the practice, all the daily work done during the study, the important events that occur in the study area every day and the developments related to the work that the student is working personally must be explained.

- 1) The front cover and each page of the internship book/report must be approved by the Internship Officer (must be signed and stamped). Internship Officer must be an architect for MiMB 352 Internship I and ARCH 352 Summer Practice I (office internship), and for MiMB 452 Internship II and ARCH 452 Internship II he/she must be an architect or civil engineer.

Unapproved internship books/reports are not accepted.

- 2) For each working day during the internship, there must be at least one paragraph of written text describing the work performed within the scope of the internship. In addition to this written text, photographs, drawings, technical drawings, sketches, etc. visual materials should also be included.
- 3) Internship notebooks/reports, can be filled digitally (word, pdf) or manually.
- 4) The texts will be written on A4 page size, using Microsoft Word word processor, with 11 point "Times New Roman" font. Each page should contain at least one paragraph of written text and related images. The characters and drawing details used in the descriptive elements should be of easily distinguishable size. Descriptive elements, including titles, should not exceed the page boundaries. For margins for texts, the "justify" style should be used evenly on both sides. Lines in the text should be "mono-spaced". The date must be written in the upper right corner of the page where the work done on the relevant internship day will be explained. One or more pages can be written for one day in the internship.
- 5) On the cover page, the type of internship (MiMB 352, MiMB 452, ARCH 352 or ARCH 452), Name-Surname, Department, Student Number information must be included.
- 6) The originals of figures and images should be placed in appropriate places in the text. Only "inline with text" should be used as the placement style of figures. Descriptive elements such as graphics, photographs, figures should be in vector image format (.eps, .svg etc.). In order not to deteriorate the quality of each image during printing, if the images are in bitmap format (such as jpg, png, tiff or bmp), they should be placed on an A4 page with a quality of at least 300 dpi.

- 7) All pages of the notebook/report (including the cover page) must have the stamp/seal of the office/company and the signature of the architect or civil engineer who is the Internship Responsible, depending on the internship type.
- 8) Internship book/report should be filled in daily. Weekly filled books/reports are not valid. In addition to the work done in the study area, what the student does, how he/she spends time, what kind of tasks he/she undertakes should be explained. The location of the work, the stage of the work and the necessary technical information about the relevant projects should be given at the beginning. Drawings and writing must be legible. The drawings themselves should be scanned or transferred from digital media, not the photographed drawings.
- 9) In cases where photography is not allowed, a letter approved by the Internship Officer must be attached to the report. Images should not be at the end of the book, but should be added to each page daily.