

MEF University Faculty of Fine Arts, Design and Architecture
INTERNSHIP GUIDELINES

The internship program aims to introduce you to the application areas of the professional discipline that you are studying and enable you to have a conceptual and experiential learning experience in cooperation with other professional groups in the professional business life. The internship program is as important as the courses you take during the semester regarding its contribution to the learning achievements you gain from your undergraduate program. However, compared to your experience in other courses, you are expected to take personal initiative in directing your learning process more effectively in line with your learning necessities.

You are expected to document your experience and learning achievements in your internship study through an internship report with the help of an internship notebook.

INTERNSHIP REPORT

An Internship report is a document in which you explain what you have learned and experienced during your internship as well as the knowledge, skills, and qualifications you have gained or developed during the process. While you are writing your report, we expect you to think about how the internship experience has influenced your professional vision and career plans and to express it in the document. The content of the internship report should provide answers to the following questions. However, you can also include other issues which you think are necessary to mention regarding your internship experience.

During the writing process of the report, you may need to include other resources and documents to document and elaborate what you have learned, done, and experienced in the internship. You should put such sources and materials in a separate envelope named "attachments" that you will place at the back of your internship notebook and give references to indicate them within the internship report.

Information about the organization:

- In which areas does the organization perform?
- How are the tasks distributed within the organization? What are the factors and conditions that determine this task distribution?
- Do you know which bachelor degrees do the employees have? Do they have duties linked to the fields they have studied?
- How is the work order in the organization? How are the decisions taken? Are different working styles and techniques applied according to the nature of the projects being implemented?

- How is the work atmosphere? (eg. is it solidaristic or competitive?) Is it mostly individual or collaborative/group work?
- How do employees interact with each other, managers and clients? What is the client profile of the organization like?
- Does the organization you work as an intern carry out their own activities or get help from other organizations and cooperate with them? If so, in which areas?

About what you have done and learned during the internship:

- Describe the tasks you completed during the internship. Document these tasks and the outcomes you have reached and include them in your report.
- Have you observed any applications of the education you have received at school? Explain through examples.
- Did you have the opportunity to use any theoretical or practical knowledge you have acquired in your undergraduate education during your internship?
- Did you have the opportunity to use any foreign languages you know or have learned in school during your internship?
- In which aspects do you think that you were insufficient while performing the tasks you were given? In which types of skills and knowledge do you need to develop yourself further?
- As an outcome of your internship, have you gained a skill that you think will be useful for professional purposes?

Evaluations regarding the internship period:

- How did you decide on the organization you did your internship at?
- Have the staff and managers in your organization supported you? If so, on which issues?
- Would you recommend the organization to other students for an internship? Why?
- Describe your comments and ideas on how to increase productivity in the production and service processes of the organization.
- Were you able to work in the unit and/or on the task you wanted during the internship?

INTERNSHIP NOTEBOOK

The internship notebook is an essential document that you need to keep on a daily basis throughout your internship. You are expected to record what you did, to explain the duties assigned to you in detail and to describe what actions you have taken to fulfill those duties, in your notebook. You should also be able to specify how much time you have spent on the tasks performed each day, and what knowledge and skills you have used.

When you keep your internship notebook, we recommend you to pay attention to the following issues:

- Take time to fill in your internship notebook every day. If you postpone writing and start a few days later, it will be difficult to remember the daily events that you have experienced, and you might have difficulties in keeping up with writing.
- You do not have to write everything you have done during your internship. It would be more efficient if you write things that are meaningful and relevant regarding your learning process. This saves time both for you, during the writing process, and for us, during the evaluation process.
- Instead of dealing with your internship notebook as a mechanical reporting tool, we recommend you to consider it as a medium to express your personal thoughts and feelings. For your learning process, the feelings you experience, as well as the actions you take both on daily duties and responsibilities that you are given during the internship, are valuable.
- The internship notebook is not just a means of expression. It should act like a tool you will use to think critically, experience self-criticism, and regularly carry out evaluation at the same time. It is an important opportunity to develop your ideational writing.
- Taking your notes regularly will ensure that all necessary information and data for the "internship report" that you need to write at the end of the internship are gathered and ready in your notebooks.

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

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

For Architecture Department: arcintern@mef.edu.tr

For Interior Design Department: intintern@mef.edu.tr