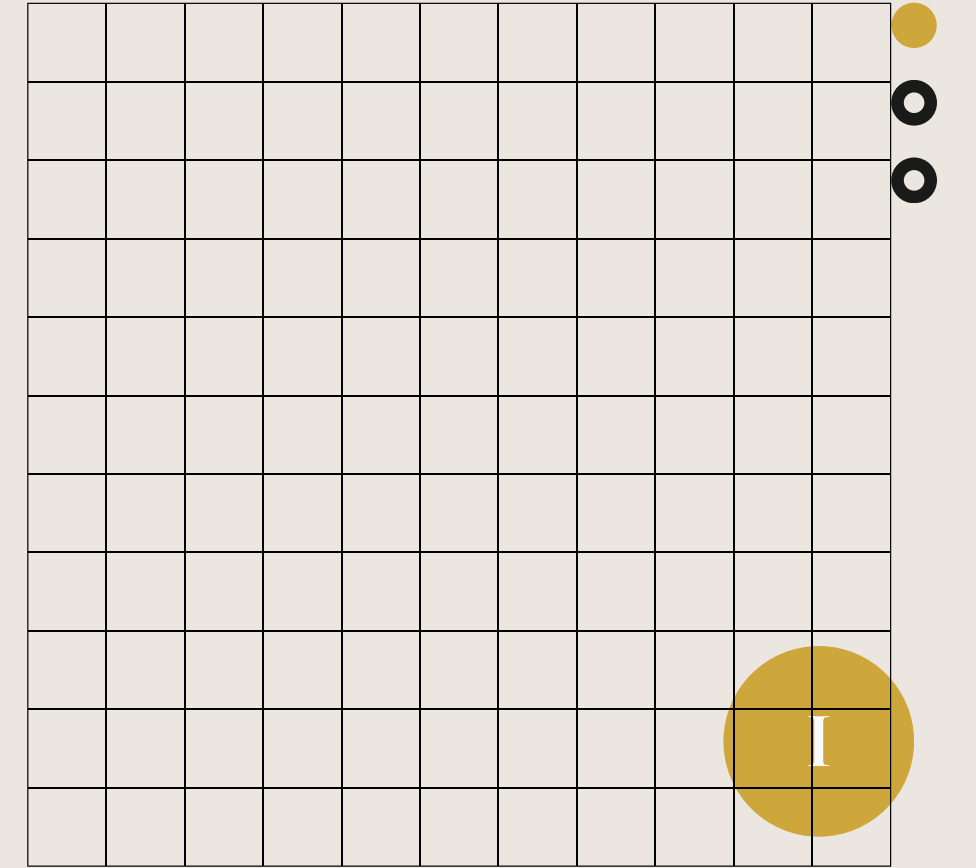




ISTANBUL  
**GELISIM**  
**UNIVERSITY**

## FACULTY OF FINE ARTS

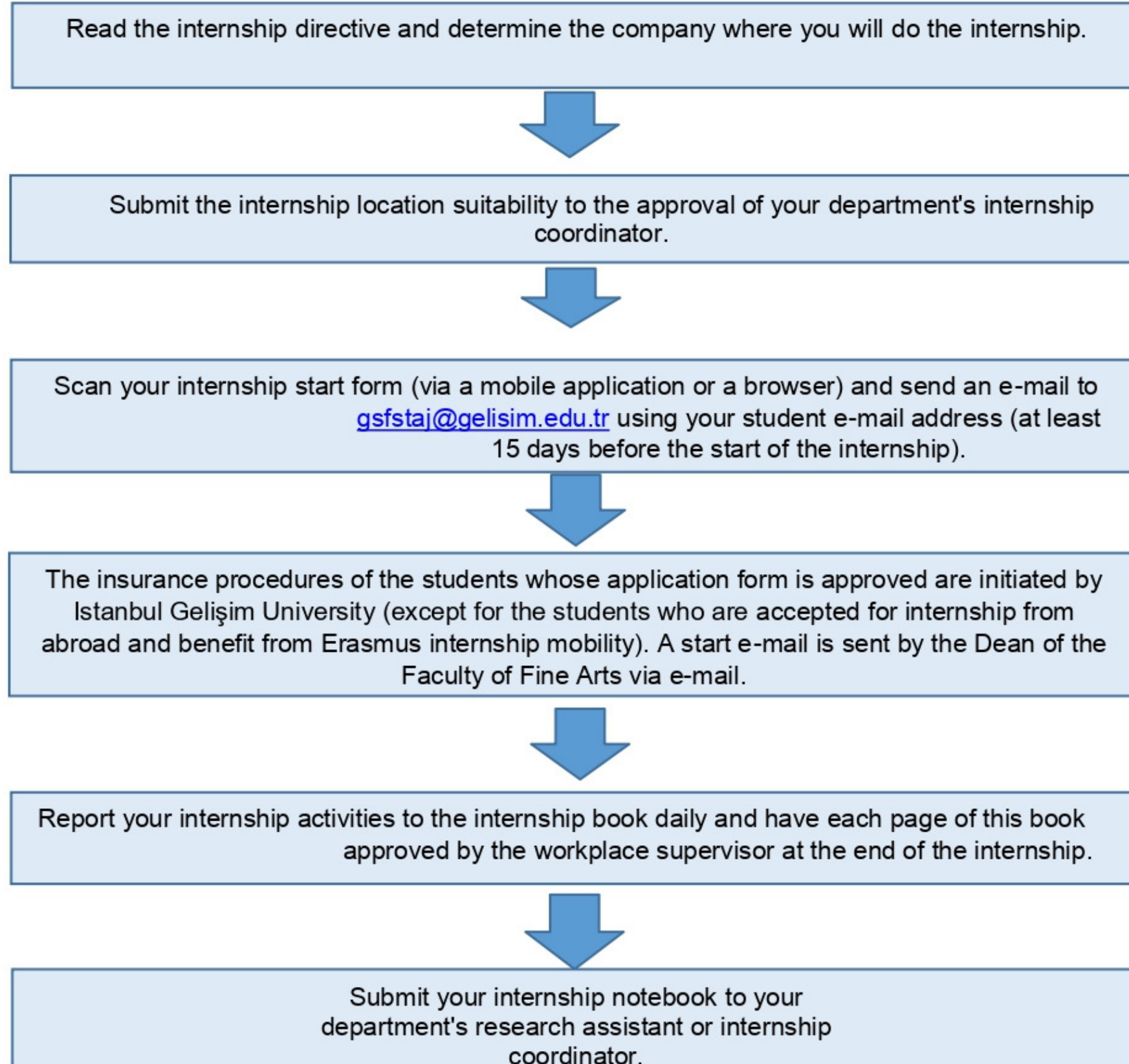
Department of Interior Architecture and  
Environmental Design (English) (IAE)  
Internship Orientation



May 11, 2023

İAE | İSTANBUL GELİŞİM UNIVERSITY

**ISTANBUL GELİŞİM UNIVERSITY  
FACULTY OF FINE ARTS  
INTERNSHIP WORK FLOW CHART**



ONLINE ONLY FOR THOSE WHO  
DON'T DO IN ISTANBUL

# Summer Internships I and II

## Architectural Office Internship

- Firms, establishments or organizations that are active in architectural design, construction, management and production.
- It can be done in architectural services-based units of Relevant Public Institutions and Organizations.



Summer  
internship  
I

## Construction Internship



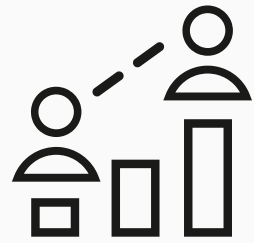
Summer  
internship  
II

- Public or private construction sites
- It can be located in construction sites that provide architecture or interior architecture services.

# Choosing an internship place

- THE ARCHITECT OR INTERIOR ARCHITECT TO SUPERVISE THE INTERNSHIP MUST HAVE 5 YEARS OF EXPERIENCE

5  
YEARS  
EXPERI  
ENCE



IS THERE AN  
ARCHITECT OR  
INTERIOR ARCHITECT  
WHO CAN SUPERVISE  
YOU AT THE  
INTERNSHIP PLACE  
YOU CHOOSE?

X

Civil Engineer

Electrical Engineer

Mechanical engineer

Others

Control of these  
are not  
accepted!



## SUMMER INTERNSHIP APPLICATION FORM

- You can access the internship application forms <https://gsf.gelisim.edu.tr/>, select your department, and obtain the relevant documents from the "Internship" tab.

A suitable  
internship  
location has been  
selected

Signing the  
Compulsory  
Internship Form to the  
internship place

Summer internship

- You have to fill in the information about the student and the internship place, have the employer or authorized person in the institution sign it with a wet signature and print the seal-stamp.



# Downloading the Summer Internship Form

IAE Yaz Stajı Haberı Hk. - mdallı x İstanbul Gelişim Üniversitesi - oic x Giriş - Canva x İç Mimarlık ve Çevre Tasarımı (İC) x +

oidb.gelisim.edu.tr/en/administrative-content-intern

GELİŞİM ÜNİVERSİTESİ

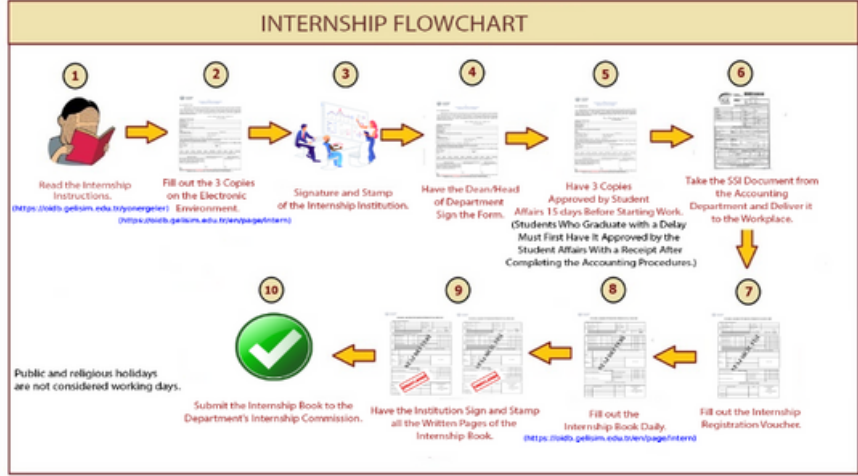
İSTANBUL GELİŞİM UNIVERSITY

HOME PAGE ABOUT US LEGISLATION ACADEMIC CALENDAR STUDENT OFFICES CONTACT US İGUMER

Directorate of Student Affairs > Content

+ f t e

### Internship Books and Forms



**1** Read the Internship Instructions. (<https://oidb.gelisim.edu.tr/en/interne>)

**2** Fill out the 3 Copies on the Electronic Environment. (<https://oidb.gelisim.edu.tr/en/interne>)

**3** Signature and Stamp of the Internship Institution. (<https://oidb.gelisim.edu.tr/en/interne>)

**4** Have the Dean/Head of Department Sign the Form.

**5** Have 3 Copies Approved by Student Affairs 15 days Before Starting Work. (Students Who Graduate with a Delay Must First Have It Approved by the Student Affairs With a Receipt After Completing the Accounting Procedures.)

**6** Take the SSİ Document from the Accounting Department and Deliver it to the Workplace.

**7** Fill out the Internship Registration Voucher. (<https://oidb.gelisim.edu.tr/en/interne>)

**8** Fill out the Internship Book Daily. (<https://oidb.gelisim.edu.tr/en/interne>)

**9** Have the Institution Sign and Stamp all the Written Pages of the Internship Book.

**10** Submit the Internship Book to the Department's Internship Commission. (Public and religious holidays are not considered working days.)

**INTERNSHIP BOOKS**

- Compulsory Internship Book
- Professional Practice Book

**APPLICATION FORMS**

- Voluntary Summer Internship Form
- Professional Practice Form
- Compulsory Summer Internship Form



ISTANBUL GELISIM UNIVERSITY  
COMPULSORY SUMMER INTERNSHIP FORM

No: 47476978.773.02.....

Our students are obliged to do internship / professional practice in institutions and organizations until the end of their education period. Our student wishes to engage his/her internship at your institution, and student's insurance Premium obligation during the internship / Professional practice is the responsibility of our institution.

Director / Vice-Director.  
(Name, Surname, Signature )

STUDENT INFORMATION

Name-Surname	
Department	
Student No – Course	
Phone Number / E-mail	
Address	
<p>* Within the scope of PDPL (Personal Data Protection Law) your data is under the protection of Istanbul Gelisim University. I have given consent to the university to save my personal data; during my internship whatever data in the Internship Contract and Internship Form to be passed to the institution where my internship is to be undertaken.</p>	
Signature:	
Date:	

INSTITUTION INFORMATION WHERE INTERNSHIP IS TO BE UNDERTAKEN

Name			
Address			
Production/Service Field	Phone No		
E-mail	Fax No.		
Web address			
*Internship Start Date	*Internship End Date		
Weekly work days	Total work days		
Is there any other insurance from another institution? Yes <input type="checkbox"/> No <input type="checkbox"/>			

\* Determine your internship dates without including official holidays and religious holidays. If there is a mistake in the dates, even if the signatures are completed, you still need to refill out and sign the form again.

\* Where necessary student must possess an APRON card. If so, they must apply for his card 15 working days before the commencement of the internship.

EMPLOYER INFORMATION OR THE AUTHORISED PERSON'S INFORMATION

Name-surname			Do you work on Saturday?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Duty and Title			Signature and Seal				
E-mail							
Date							

STUDENT'S SIGNATURE	APPROVAL BY THE HEAD OF DEPARTMENT	APPROVAL BY STUDENT AFFAIRS DEPARTMENT
I, hereby, declare that the information on this document is correct.	Title, Name and Surname	The student's social security is activated.
Date:	Date:	Date:

NOTE: THIS FORM MUST BE FILLED ONLINE; AND 3 PRINTOUTS WILL BE REQUIRED TO BE SIGNED AS ORIGINAL DOCUMENTATIONS. THEREAFTER THESE DOCUMENTS MUST BE APPROVED BY THE STUDENT AFFAIRS NO LATER THAN 15 DAYS BEFORE THE COMMENCEMENT DAY OF THE INTERNSHIP. OTHERWISE, INTERNSHIP ENTRIES CAN NOT BE MADE.

Attach a photo  
(optional)

3  
COPIES

Mandatory  
Internship Form  
must be filled in  
computer  
environment



# Filling the Internship Form and Internship Period

Internship should be planned for 30 working days.

Internship dates should be planned by obtaining information about whether you work for 5 or 6 days from the internship place.

Public holidays and Sundays should be excluded from the internship period.

Responsibility belongs to the student.

- Summer internships are only accepted during the summer term. It is arranged to do an uninterrupted internship at least 5 days a week.

- After the internship application form is approved by the workplace, it is approved by the department and student affairs within a maximum of 15 days from the start of the internship.

FIELDS TO BE FILLED  
BY THE STUDENT

WORKPLACE WET  
SIGNATURE- STAMP

STUDENT  
SIGNATURE AND  
DEPARTMENT  
APPROVAL-  
STUDENT AFFAIRS  
APPROVAL



ISTANBUL GELISIM UNIVERSITY  
COMPULSORY SUMMER INTERNSHIP FORM

No: 47476978.773.02.....

Attach a photo  
(optional)

3  
COPIES

STUDENTS  
DOING  
INTERNSHIP IN  
ISTANBUL

# IGU approval of the Internship Form

5

IAE | ISTANBUL GELİŞİM UNIVERSITY

Our students are obliged to do internship / professional practice in institutions and organizations until the end of their education period. Our student wishes to engage his/her internship at your institution, and student's insurance Premium obligation during the internship / Professional practice is the responsibility of our institution.

Director / Vice-Director  
(Name, Surname, Signature)

## STUDENT INFORMATION

Name-Surname	
Department	
Student No – Course	
Phone Number / E-mail	
Address	
<p>* Within the scope of PDPL (Personal Data Protection Law) your data is under the protection of Istanbul Gelisim University. I have given consent to the university to save my personal data; during my internship whatever data in the Internship Contract and Internship Form to be passed to the institution where my internship is to be undertaken.</p>	
Signature:	
Date:	

## INSTITUTION INFORMATION WHERE INTERNSHIP IS TO BE UNDERTAKEN

Name			
Address			
Production/Service Field		Phone No	
E-mail		Fax No.	
Web address			
*Internship Start Date		*Internship End Date	
Weekly work days		Total work days	
Is there any other insurance from another institution? Yes <input type="checkbox"/> No <input type="checkbox"/>			

\* Determine your internship dates without including official holidays and religious holidays. If there is a mistake in the dates, even if the signatures are completed, you still need to refill out and sign the form again.  
\* Where necessary student must possess an APRON card. If so, they must apply for his card 15 working days before the commencement of the internship.

## EMPLOYER INFORMATION OR THE AUTHORISED PERSON'S INFORMATION

Name-surname		Do you work on Saturday?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duty and Title		Signature and Seal		
E-mail				
Date				

STUDENT'S SIGNATURE	APPROVAL BY THE HEAD OF DEPARTMENT	APPROVAL BY STUDENT AFFAIRS DEPARTMENT
I, hereby, declare that the information on this document is correct.	Title, Name and Surname	The student's social s is activated.
Date:	Date:	Date:

NOTE: THIS FORM MUST BE FILLED ONLINE; AND 3 PRINTOUTS WILL BE REQUIRED TO BE SIGNED AS ORIGINAL DOCUMENTATIONS. THEREAFTER THESE DOCUMENTS MUST BE APPROVED BY THE STUDENT AFFAIRS NO LATER THAN 15 DAYS BEFORE THE COMMENCEMENT DAY OF THE INTERNSHIP. OTHERWISE, INTERNSHIP ENTRIES CAN NOT BE MADE.

Mandatory  
Internship Form  
must be filled in  
computer  
environment

APPLICATION  
FORMS TO BRING TO  
GSF DEAN'S  
SECRETARY.

ONLINE  
APPLICATIONS ARE  
NOT ACCEPTED.

3 PIECES MUST BE  
WET SIGNED AND  
SEALED AT EACH  
STAGE.

IF THE BUSINESS  
OWNER IS NOT AN  
ARCHITECT OR  
INTERIOR  
ARCHITECT, PROVE  
THAT THE  
WORKPLACE IS AN  
ARCHITECT/INTERIO  
R ARCHITECT.

3 application forms approved by the student and the workplace are brought to IGU by hand.

3 forms are approved by the DEPARTMENT HEAD and the DEAN's Office.

3 forms are submitted to STUDENT AFFAIRS at the latest 15 days before the start of the internship.

One of the approved forms remains in STUDENT WORKS.  
The second is delivered to the DEPARTMENT HEAD.  
The third is delivered to the WORKPLACE.

- Three days before the start of the internship, insurance control can be done via E-Government. This document is delivered to the workplace at the beginning of the internship.
- If it does not appear on the e-Government, an e-mail can be sent to the IGU Accounting Unit.





# Summer Internships I and II

## Architectural Office Internship

- Firms, establishments or organizations that are active in architectural design, construction, management and production.
- It can be done in architectural services-based units of Relevant Public Institutions and Organizations.



## Construction Internship



- Public or private construction sites
- It can be located in construction sites that provide architecture or interior architecture services.



# Downloading the Summer Internship Book

7

İAE | İSTANBUL GELİŞİM ÜNİVERSİTESİ



IAE Yaz Stajı Haber Hk. - mdallı x İstanbul Gelişim Üniversitesi - o... x Giriş - Canva x İç Mimarlık ve Çevre Tasarımı (İC... x +

oidb.gelisim.edu.tr/en/administrative-content-intern

GELİŞİM ÜNİVERSİTESİ

İSTANBUL GELİŞİM ÜNİVERSİTESİ

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### Internship Books and Forms

**INTERNSHIP BOOKS**

- Compulsory Internship Book
- Professional Practice Book

**APPLICATION FORMS**

- Voluntary Summer Internship Form
- Professional Practice Form
- Compulsory Summer Internship Form

15:51 10.05.2023

# While filling out the internship book



- Internship notebooks must be filled in on the computer, and the texts and images in the internship notebooks must belong to the day they were made in connection with each other. It was decided that all images and texts should be in the letterhead of the specified internship day.
- It was decided that the texts describing an internship day in the internship book should be at least 60 words.
- All pages representing the internship days must be signed and stamped by the supervising architect/interior designer. No additions can be made to the internship book after it has been signed and stamped.
- Internship visuals cannot be given separately.

Summer  
Internship  
I-II

Fill out the internship notebook at the end of the day or keep a notebook so that you don't forget what you learned during your internship!

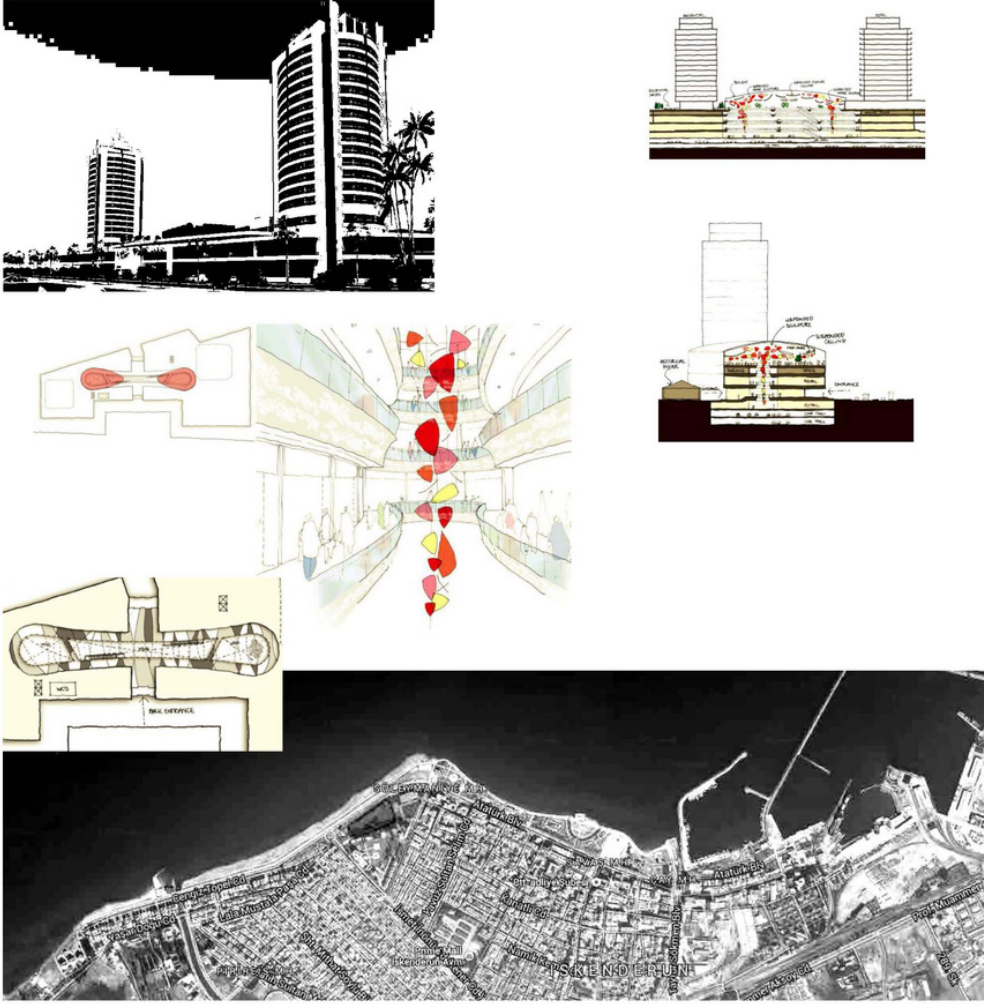
Digital

NO stapling-  
gluing

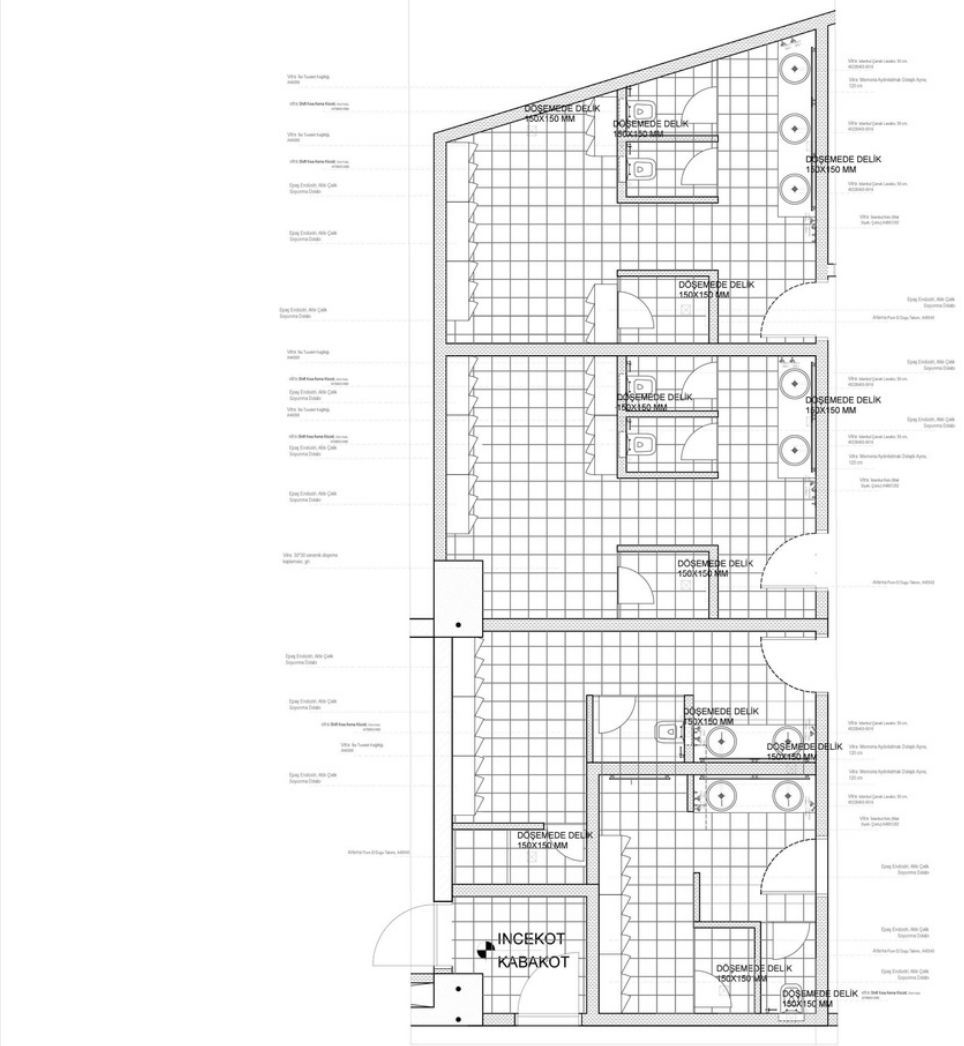
# Office Internship: Summer Internship I Example

9

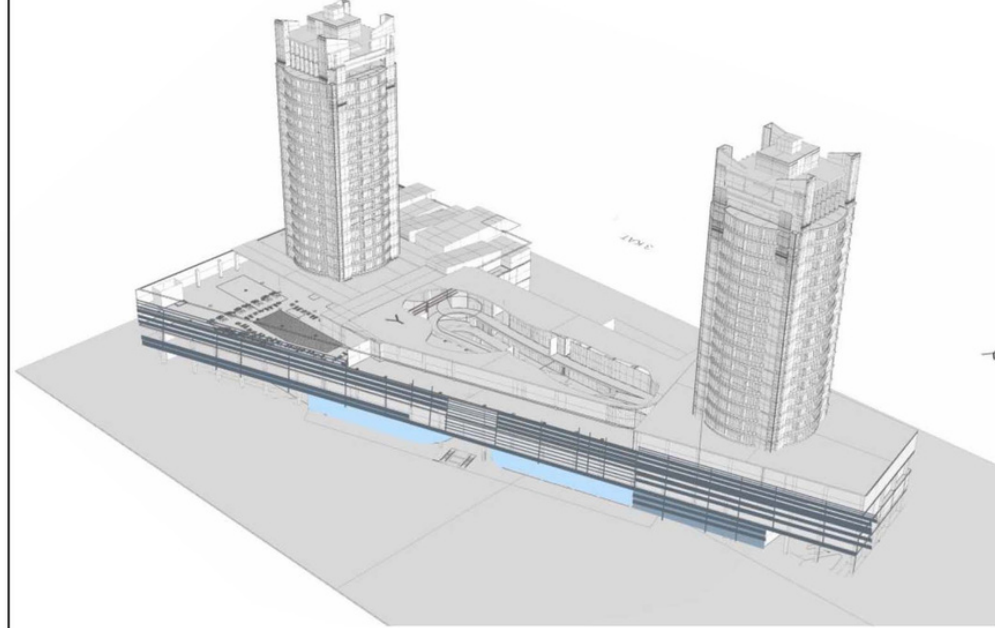
İAE | İSTANBUL GELİŞİM UNIVERSITY

YAPILAN İŞİN	
TARİHİ	KAPSAMI
10.08.2015	İŞ TANIMI
<p>İskenderun'da yapılmakta olan projenin kapsamı tanımlanmıştır. Proje AVM, rezidans ve otelden oluşmaktadır. Rezidans ve otel oval biçimli kuleler halinde yükselmektedir. Konsept olarak lale metaforu kullanılan projenin ilk aşaması Benoy tarafından oluşturulmuştur. Denizle iletişimin kurulması açısından iç mekanda oval biçimleri kapsayan lale metaforu diğer iki alternatif arasından seçilmiştir. Deniz kenarında konumlanan yapının mimari projesinde gerçekleşmesi gereken işlemler belirlenmiştir.</p>	
	
Staj Yeri Yetkilisinin Adı Soyadı, İmzası	Staj Yapanın İmzası

Must be  
stamped and  
signed

YAPILAN İŞİN	
TARİHİ	KAPSAMI
18.08.2015	İSLAK HACİM ÇİZİMLERİ
<p>Personel Soyunma odaları ve WC'leri 1/20 plan çizilerek diğer mekânlarla ilişkisi düzenlenmiştir. Uygun tefriş elemanları cins, renk ve boyutları vitradan seçilerek ürün kodlarıyla beraber plana işlenmiştir. Ayrıca teknik dökümanlar toplantıda anlatım ve ispat kolaylığı açısından arşivlenmiştir</p>	
	
Staj Yeri Yetkilisinin Adı Soyadı, İmzası	Staj Yapanın İmzası

Indicate which  
part of the text  
belongs to you

YAPILAN İŞİN	
TARİHİ	KAPSAMI
22.08.2015	CEPHE DÜZENLEMELERİ
<p>TACA İskenderun projesinde bildirilen değişiklikler yapıldı, özellikle de Rezidans kısmında cephenin opak kısımlarının saydam hale getirilmesi talebi yerine getirildi ve modelleme yapıldı. Ayrıca sunulmak üzere bir de model üzerinden bir video hazırlandı. Bu video da binanın görüldüğü en iyi vistalar ve binanın görüşüne giren vistalar seçildi.</p>	
	
Staj Yeri Yetkilisinin Adı Soyadı, İmzası	Staj Yapanın İmzası

at least  
60  
words





# Construction Internship: Summer Internship II Example


10

İAE | İSTANBUL GELİŞİM UNIVERSITY


Fill out the internship notebook at the end of the day or keep a notebook so that you don't forget what you learned during your internship!

Digital

NO stapling-  
gluing

YAPILAN İŞİN	
TARİHİ	KAPSAMI
04.06.2014	Türkerler Çiftçi Tower Saha Ofisi Şantiye Stajı
<p>Sabah saat 07.30'da Türkerler Çiftçi Tower Saha Ofisi saha ofisinde şartnameler incelendi. Öğleden sonra saha çıkıldı. B7' de taşeron firmanın yaptığı delikli tuğla duvarların ilk sırasının taksimatı alındı. Taksimat alırken; duvarın yerinin doğruluğuna, yardımcı akslar referans alınarak duvar aksına, ayaklı lazer ile düşeyde duvarın düzgün olup olmadığına ve döşemeye eşit yükseklikte oturup oturmadığına, hatıl ve kapı boşluklarının doğru bırakılıp bırakılmadığına bakıldı. Taksimatı kabul edilen duvarların örülme aşamasına geçilmesine izin verilirken. Yeri, aksı, yüksekliği ya da hatıl, kapı boşlukları yanlış giden duvarlar için yıkıp ve yeniden yapma kararı alındı.</p>	
	
Staj Yeri Yetkilisinin Adı Soyadı, İmzası	Staj Yapanın İmzası

Must be  
stamped and  
signed

YAPILAN İŞİN	
TARİHİ	KAPSAMI
10.06.2014	Türkerler Çiftçi Tower Saha Ofisi Şantiye Stajı
<p>Sabah 08:00'de sahaya inildi. B7 katının duvar örülme işlemleri takip edildi. Öğleden sonra alınacak olan B7 katının duvar teslimatı için ön hazırlık yapıldı. Hangi duvarlar teslimat kontrolüne hazır. Hangilerine henüz başlanmamış bakıldı. İnce işler ofisine rapor edildi. Öğleden sonra teslimatı olmak üzere yeniden sahaya inildi. Duvar teslimatını alırken önce su terazisi ile duvarın yatay aksı kontrol edildi. Ardından lazer ile düşeyde seyim yapıp yapmadığına bakıldı. Derz aralıklarına bakıldı, şaşırtmaların düzgün bir şekilde yapılıp yapılmadığına bakıldı. Duvarda 3 sırada bir kullanılması gereken lamalara kontrol edildi. Tavan ile duvarın birleşimde olması gereken lama ve taş yünü detayının uygunluğu kontrol edildi. Bu kriterlere uyan duvarların teslimi alındı. Kriterlere uymayan duvarların yeniden elden geçmesi ya da yıkımı kararı verildi. Sonuçlar ince işlere rapor edildi.</p>	
	
Staj Yeri Yetkilisinin Adı Soyadı, İmzası	Staj Yapanın İmzası

Indicate which  
part of the text  
belongs to you

at least 60 words

YAPILAN İŞİN	
TARİHİ	KAPSAMI
25.08.2014	Türkerler Çiftçi Tower Saha Ofisi Şantiye Stajı
<p>Sabah 08:00'da sahaya inildi. B7'de başlayan sıva yapımı gözlemlendi. Sıvanın daha kolay hazırlanması ve uygulanması için sadece suyle karıştırılan hazır sıva harçları ve sıva makinesi kullanıldı. Bu makine hazır malzemeyi alıp gerektiği kadar su ile karıştırarak sıvanacak yüzeye hava kompresörüyle püskürtüyor. Anolar arasına püskürtülen sıva, bıçak masterla anolar yardımıyla düzeltilir. Fazla sıva masterla duvardan atılır. Sıva duvarda biraz bekledikten sonra anolar çıkartılır ve boş kalı yerler tekrar sıva harcıyla doldurup master çekilir. Sıva prizlendikten sonra yüzeye fırçayla su serpilerek tirfilleme yapılır. Tirfilleme sıva yüzeyinde oluşan dalgalanmayı en aza indirmek için uygulanır. Tirfillemenden sonra yüzey ıslak süngerle tek bir yönde tekrar düzeltilir. Böylelikle sıva yapılan yüzeyin pürüzleri en aza indirgenir.</p>	
	
Staj Yeri Yetkilisinin Adı Soyadı, İmzası	Staj Yapanın İmzası

at least  
60  
words



# Internship book delivery

Summer  
Internship  
I-II

- It has been decided that the internship registration slip should be brought in a sealed envelope, sealed, sealed and initialed by the employer.
- The delivery of the internship book must be done within 1 month at the latest after the end of the internship.
- Submission is made to the Department Head and the research assistants within it. When the notebook is delivered, the delivery form is filled.
- After the internship books are collected, they go through the INTERNSHIP COMMISSION.
- Accepted notebooks are delivered to student affairs.
- At the end of the semester, Summer Internship I or II is considered as passed.

The notebooks that do not pass the INTERNSHIP COMMISSION are returned.

The internship registration slip is filled in, signed, sealed with an envelope, and initialed by the workplace. It will be opened by the department when delivered.



## İSTANBUL GELİŞİM UNIVERSITY STUDENT INTERNSHIP DATA SHEET

1. To be filled in by the student.

Student's	Name - Surname		TR. ID No.	
	Faculty/HS/VS		Department/Program	
	Student No		Duration of the Internship	..... Work Days
			1st Group Internship	<input type="checkbox"/> 2nd Group Internship <input type="checkbox"/>

2. The part to be filled by the internship institution (\*)

Student's	Start Date of Internship	.../.../20...	EVALUATION	A	B	C	D	E
	Date of Completion of Internship	.../.../20...	Attendance at Work					
	Number of Days Worked	..... Work Days	Diligence					
	Days Off	..... Work Days	Behavior towards his/her superiors and colleagues					
			Overall Success Status					
			A-Very Good; B-Good; C-Moderate; D-Pass; E- Fail					
Institution Name								
Address								
Document Approved By	Name - Surname		Approval / Stamp					
	Position							
	Date							
	Signature							

3. The part to be filled by the internship committee

EVALUATION			A	B	C	D	E
Institution Executive's Evaluation	Overall Success Status in Internship						
Internship Committee Evaluation	Arranging the Record Book						
	Examination of the Issues						
	Conclusion						
A-Very Good; B-Good; C-Moderate; D-Pass; E- Fail							

Committee Members		Signature	INTERNSHIP COMMITTEE DECISION ..... working days have been accepted. .../.../20...
Name - Surname			
Name - Surname			
Name -			