

TED UNIVERSITY
DEPARTMENT OF CITY AND REGIONAL PLANNING SUMMER PRACTICE
GENERAL GUIDELINES

Summer Practice Objective

Summer practices are aimed to train urban planning students to apply planning and design knowledge to develop solutions, ideas, and concepts for real world problems, practice working environment, self-discipline, co-working, time management, and recognize the importance of professional behaviour.

Summer Practices

To graduate from the TEDU City and Regional Planning program, students are required to complete two mandatory professional practice internships:

CITY 399 | Summer Practice I: Research and Analysis Practice

Research and analysis stages of field/area/site works. Planning and design studies. Fundamentals of geographic information systems and computer aided design programs at diverse scales (ArchGIS, AutoCAD, Autodesk Revit, Sketchup, Adobe Photoshop, Illustrator etc). Planning, architecture, urban design, geographic and spatial information systems offices, worksites, or public institutions either in domestic or foreign institutions.

CITY 499 | Summer Practice II: Planning and Design Practice

Participation to the urban and/or regional planning, project development or urban design stages. Planning, architecture, urban design, geographic and spatial information systems offices, worksites, or public institutions either in domestic or foreign institutions.

Students can also apply for Voluntary Internship apart from mandatory internships. See [TEDU Internship Regulations](#) for more information.

General Rules

Duration and Time Period

- Duration of compulsory summer practice is **30 workdays** for each internship practice.
- **The total duration** of the professional practice internships is a minimum of **60 working days** (12 weeks).
- 30 workdays of summer practice can be completed by working **a maximum of 6 days per week** including Saturday. Working days vary in public and private sector and vary in different offices. Students must communicate with the offices to learn about the working days. If Saturdays are included as workdays, "Will you work on Saturdays?" must be answered as "Yes" during application via myTEDUPortal.
- **Official holidays should be omitted** from the internship workdays. 30 workdays should not include these official holidays.

- Students can perform the summer practice for more than 30 days. In this case, it is sufficient to enter the dates to the registration form and no further action is required. Summer practice insurance during the entire internship period is covered by TED University.
- Summer practices expected to be completed after the 4th and 6th semesters:
CITY 399 – Summer Practice I is expected to be completed at the end of the fourth semester during the summer months.
CITY 499 – Summer Practice II is expected to be completed at the end of the sixth semester during the summer months.
- Compulsory summer practices must be done from the end date of courses of spring semester until the beginning of fall semester of the next academic year.
- Each compulsory summer practice must be done continuously **without giving a break**.
- With the approval of the internship coordinator, compulsory summer practice can be done in more than one workplace by dividing the 30-day period. The 30-day internship period can be divided into a maximum of 2 parts, not less than 10 days each.
- In case the summer practice is divided, **separate** “Internship Approval Forms” must be filled for each workplace. In each form, only information related to that workplace must be entered and the period to be spent in that workplace must be specified. For each application via Portal, “Are your internship dates partial?” should be answered as “Yes.”
- During the entire period of summer practice, the student shall obey the rules and regulations of the company and those of the TED University ([TEDU Internship Regulations](#)).
- Other special conditions are subject to the approval of the Department Internship Coordinator.

Enrollment Prerequisites

- CITY 399 Summer Practice I is the prerequisite for CITY 499 Summer Practice II. CITY 499 cannot be registered until the CITY 399 has been successfully completed.

Location and Field of Internships

- With the approval of the Department Internship Coordinator, the internships may be carried out at approved institutions either in Türkiye or abroad.
- Internships may be carried out in private sector (planning or urban design firms) or in public sector (provincial or district municipalities, ministries, state institutions, international and national NGOs).
- Internships may be carried out in various fields such as urban planning, regional planning, transportation planning, urban design, landscape design, conservation and restoration, archaeological excavation.
- Students can apply for an internship abroad through the [Erasmus+ program](#).
- Internships cannot be conducted remotely unless exceptional cases approved by the Department Internship Coordinator.

Summer Practice Procedure

Preliminary Application and Admission

- Identification of areas of interest
- Identification of potential institutions for summer practice
- Preparation or revision of CV and Portfolio prior to application
- Review of the requirements for application

Requirements may change in public or private sector.

- **Checking the application date**
Application dates vary in public and private sector. While there is an official deadline for applications in public sector, deadlines for private sector vary from one office to another.
- **Checking the application portal**
Internship applications to public sector institutions (municipalities, ministries, state institutions etc.) are done via '[Kariyer Kapısı](#)'.
Internship applications to private sector institutions are done via official web pages or via e-mail.

Internship Application at TED University

- Submission of "[Mandatory Internship Application Form](#)" through the MyTEDUPortal **at least three working days prior to** the start of the internship.
 - The internship application form must be approved (signed and stamped) by the workplace representative.
 - Forms will be uploaded to MyTEDUPortal by creating an application under "Internship" tab.
 - All information written in the Internship Approval Form and entered on MyTEDUPortal must be consistent.
 - Completed summer practice applications must be saved and sent to department internship coordinator for approval.
 - The internship application form is reviewed by the department summer practice coordinator and approved on MyTEDUPortal if it is appropriate. If the summer practice registration form is incomplete or incorrect, or the information in the form and entered to MyTEDUPortal is inconsistent, the department summer practice coordinator may reject the application and ask the student to make a correction.
 - Students cannot start their internship if their internship application is not approved, hence their employment insurance is not started.

During the Internship

- **Keeping an Internship Diary**
The internship diary is a notebook you note your experiences, and add figures, drawings, and/or tables during your internship period. The notes could be kept on a daily or weekly basis depending on the tasks.
Format:
 - The language of the internship diary must be **English**.
 - The diary must be kept in Office Word (fonts should be Arial, Times New Roman, or Calibri 12pt and 1.5 line spacing).
 - The paper size must be **A4** (you can choose portrait or landscape).
 - The **institution must sign** all pages.

Post-Internship Period

- **Internship Course Registration**
 - Compulsory summer practices are held during the specified summer term. Course registration is not done for the summer term. The related summer practice course is registered in the fall semester following the summer semester in which the internship is held.
 - Registration to CITY 399 course for the third year students and to CITY 499 course for the fourth year students in the semester following the summer internship is required.

- Students who cannot register due to absence in case of Erasmus for the fall semester following the summer internship, they should register for the related summer practice period when they return to TED University.
- Submission of [Intern Evaluation Form “Stajyer Değerlendirme Formu CITY”](#) (**hardcopy, closed, signed and sealed envelope**) to the Internship Coordinator
 - The intern evaluation forms are filled by the responsible person of the workplace or by the manager who is responsible for the intern in order to evaluate the student’s summer practice performance. These forms should be sealed and wet signed.
 - The workplace representative must confidentially (closed, signed and sealed envelope) send the intern evaluation form to the internship coordinator either directly or through students. Students have to notify their workplaces to fill out the form until the end of the course registration period in the semester following the summer practice. Evaluations that do not include seal and wet signature on the form are not considered as valid.
- Submission of **Internship Report (hardcopy)** to the Internship Coordinator
Internship Report includes Internship Diary, however it is an expanded document covering various aspects of summer practice. See *Internship Report Format* section below for details.
- Upload of the **Internship Report (softcopy - pdf)** to the Assignment Folder in CITY 399 / CITY 499 courses on Learning Management System (LMS)

Evaluation of Summer Practices

- Students whose entry is before 2022 Fall Semester are evaluated with grades of P (pass) and F (fail).
- Students whose entry is after 2022 Fall Semester are evaluated with A-F Grade in line with [TEDU Regulations and Guidelines for Education](#).
- Summer practice assessment is based on the following criteria:
 - Internship Evaluation by the Workplace Representative
 - Internship Report
 - Format and Content of the Report
- The grades of the summer practice course are announced on the date of announcement of the grades specified in the academic calendar along with the grades of all other courses.
- Internship Report and Format and Content of the Report are marked out of 100 points according to the pre-defined internship report rubrics given below.

Internship Report Format

Every report should contain the following sections:

1. **COVER PAGE (2.5 pts):** Name of the university, university logo, name of the department, the code and full title of the course under which the summer practice report was prepared, name of student, ID number of student, name of company at which summer practice was completed, submission date of the report should all appear on the cover page.
2. **CONTENTS (2.5 pts):** Topics and their page numbers should be listed. Headings and subheadings should be numbered (1., 2., 3., ..., 1.1, 1.2, 1.3,..., etc.).
3. **INTRODUCTION (10 pts):** The scope and goals of the summer practice should be summarized in this section. Provide reasons for choosing the field, sector, company, office and/or location

for your internship. Summary of the work conducted, motivation behind it, and the significance of the work done in the overall project should be discussed under this section.

4. WORKSPACE INFORMATION (10 pts): The following information should be provided:

- Name and location of institution
- Focus area, mission and brief history of the institution
- Administrative structure of the institution
- Divisions of the institution (if applicable)
- Intern's division/group (if applicable)
- Significant projects completed by the institution

5. WORK DONE (50 pts): This is the most important part of the report. The number of sub-sections in this part, their titles, and their contents depend on the specifics of work completed and the information to be given. The content of the **Internship Diary** is also evaluated under this part.

- All observations and activities performed during summer practice should be explained with attention to technical details, keeping in mind the main expectations outlined above. It is very important that majority of what the student writes should be based on the work completed by the student and self-observations in the sense that it cannot be obtained from textbooks, datasheets, online resources etc.
- Charts, tables, pictures and figures should be appended and explained whenever applicable. Tables, figures, and pictures should be inserted on the relevant pages of the report. Pictures and other material taken from other sources should be properly referenced.
- DO NOT DIRECTLY COPY from any book or from the online resources. Whatever book or document you learned the concept from, please refer to that document, put the source in the list of references and rephrase the part you would like to include in your report.
- All technical resources used should be referenced properly by following the APA Citation Format (please keep in mind that Wikipedia is not a valid technical reference).

6. CONCLUSION (20 pts): Observations and contributions made; skills obtained during the summer practice should be summarized. The workspace should be assessed in terms of technical work, and appropriate recommendations should be provided. If this is your second summer practice, compare the first and second summer practices and explain your preferences. In addition, the following sections should be included in the Conclusion part:

- A section in which you explain in detail what knowledge and skills learned at the University you were able to apply to real-world problems during your summer practice, and specifically where and how the knowledge or skills were useful.
- A section in which you explain in detail which professional issues and work-related ethical issues you saw or became aware of during your summer practice, and how the issue was handled or managed at the institution where you completed your summer practice.
- A section in which you explain specifically what you learned or understood about the spatial, economic, environmental, societal and global impacts of the projects run or completed by the institution/office where you were a trainee. You should also write in general about the contemporary issues that are related to Urban Planning and Design, from the point of view of your experiences gathered during your summer practice.

- A section in which you explain the self-learning that you did during your summer practice. You should mention any sources that you located and how you found them (this would include web sites, books, journals, expert comments, etc.), and what part of your summer practice task you needed them for. Also, mention any that you made regular use of, and any that you are continuing to use.
 - A section in which you explain in detail any new tools or technologies that you encountered and used during your summer practice, how you learned to use them, and what level of proficiency you came to by the end of your summer practice.
7. **REFERENCES (5 pts):** Sources of information used during preparation of the report should be listed in a consistent manner by following the APA Citation Format.
 8. **APPENDIX (optional):** Other supportive data, figures, pictures and tables can be attached to this section with proper reference and explanation in the body of the report. If something is not clearly related to the submitted report content or personal experience of the trainee, it should be excluded.

Language of the Internship Report

The level of the English Language used in the report must be adequate/understandable to the evaluator. Otherwise the report will be directly returned to the student and will not be evaluated. Reports must be written by using a formal language. Proper technical terminology should be used throughout the report. Grammar, spelling and punctuation errors must be minimized. Failure in adequately providing these requirements will result in obtaining an unsatisfactory overall grade.

Originality of the Internship Report

Students are expected to prove originality of their final internship reports through Turnitin plugin on LMS at the time of submission of their reports. Failure to meet this requirement will result in obtaining an unsatisfactory overall grade.