



Course Description

The Aim of Summer Practice

- To give you experience on site and /or in-production technique
- To give you a pre-knowledge on printing methods for

your third year program of courses and studies, you need to have your internship in:

- a printing house
- a digital printing center

The minimum required duration for your summer practice is **1 month**.

Your Summer Practice should not coincide with the Summer School courses if you are taking any. Exceptional cases should be addressed in written form to the Coordinator of the course.



Performance Review

Throughout your summer practice, your performance will be reviewed by a senior member of the company, and Doc.B3 will be one of the important forms taken into consideration while evaluating your overall Summer Practice I performance.

Your performance will be observed and evaluated in terms of your participation, enthusiasm, interest and general involvement. Please **remind the company to return the signed Document-B3** to the Course Coordinator, within a week of your completion of the Summer Practice.

Procedure





Diary

Throughout your internship at the company, you are required to keep a written and visual **Diary**. The Diary must be taken each day to the working place. The size of the diary should not be **larger than A4** and **not smaller than A5**. You should regularly note down your tasks, duties, and activities. **The Diary must be handwritten and all information must be recorded daily. You should spare a separate space for each day's entry.**

Additionally, you may express your personality, in terms of your observations, by notes and graphics, such as **sketches, details, doodles**, etc.

A senior member of the company will review your Diary and verify the accuracy of your entries, by signing it weekly.

This Diary will be submitted to the course coordinator, as a part of the submission of your Summer Practice I Report, **as an Appendix**. Please place your Diary into a clear-plastic envelope, and attach it as the **Appendix** to your Report.

Summer Practice I Report

How to Write It

You are required to submit a written report including supporting visuals of your work, outlining your experience gained through practical training, throughout the summer practice placement.

Purpose of the Report

Your report should address your observations and experience on site and/or in production techniques. Specifically, you are expected to record your observations of:

- On Site Activities, and/or
- Production Techniques, and
- Project Scheduling and Coordination

CONTENT ORGANIZATION

1. Introduction

This section should begin with a brief description of the company, its history, size, staff, past projects and any other pertinent information.

2. Body of the Report

It should be composed of the details your specific observations and your contribution to the company, with respect to the focus of Summer Practice, your activities and experiences on production techniques and project scheduling and coordination.

Your Diary entries will guide you in documenting the degree of your involvement, many specific activities and any other special tasks performed by you. Please try to give a detailed project brief and description of your duties asked from you.

3. Visual Documentation

Visual Documentation, such as sketches, drawings, photographs and any other relevant aspects, such as details and short-form specifications, should be included in the body of your report. Therefore, you are strongly advised to collect this information on an on-going basis, throughout your summer practice.

4. Conclusion

You should write about, in general terms, the experience and knowledge gained through the practical training and observations, during your summer practice at the company.

Hard Copy & Moodle Submissions

You should submit your **Summer Practice I Report** as a **hard copy** printed on A4 format with a hard and spiral-bound cover and as a **pdf file** by uploading it to the course's **Moodle page**.

FORMAT REQUIREMENTS

The **hard cover** and the **front page** of the report will be included in the **layout.pdf** file that will serve you as a template for your report's page layout. You can download the file from the department's website.

The table of contents should be organized as follows:

- Introduction,
- 290 Summer Practice I
 - 2.1 On Site Activities
 - 2.2 Production Techniques
 - 2.3 Project Scheduling and Coordination
 - 2.4 Conclusion
- Visual Documentation
- Appendix (your Diary)

Pages should be numbered consecutively, starting with **Introduction**, but excluding the **Appendix**. The Body of the Report should be **at least 1500 words** in length, **A4 format**, following the Page Format requirements in the layout file.





Course Evaluation

GRA 290 Summer Practice I course is going to be evaluated as **Satisfactory** or **Unsatisfactory**.

The course coordinator will base the evaluation upon your **Diary** entries, validated weekly by a senior member of the company, as well as the **Performance Review**, submitted by your supervisor of the company, and **your written report**.

A generally **poor report** will be returned to you by your advisor, for revisions and/or rewriting.

A generally **poor overall performance** will be graded as **Unsatisfactory**, and you will have to repeat the course/internship.

Report Submission Deadline

The due date of submission of your Summer Practice I Report to your Course Coordinator will be announced on the department web site, <http://gra.bilkent.edu.tr/> and posted throughout the department on notice boards.

Unsatisfactory Standing

Anyone who fails to receive a satisfactory standing will be required to repeat Summer Practice I **in the following summer**.

A General Note of Caution

Plagiarism

You are advised and strongly warned not to enhance any aspects of your report, either with activities not actually performed by you, or by inclusion of text from other sources. Information gathered from various industry sources, may, of course, be quoted directly, providing you properly acknowledge and identify its source.

All observations and comments offered in your report must be totally authored by you, even if you perform your Summer Practice with other students of your Department, in the same company.

Bilkent University considers plagiarism a serious offence, resulting in severe disciplinary action.

Copying of Documents

You are reminded **to ask permission**, before copying or collecting any office documents which you intend to submit in your report.

You are also strongly advised to collect any desired visual documentation throughout your work term, not only at the last minute.

Good Luck!



To Whom It May Concern:

As part of their third year program of studies at Bilkent University, in the Faculty of Art, Design and Architecture, the Department of Graphic Design, students are required to participate in a work placement program - **Summer Practice I.**

The minimum time for this summer practice placement is **one month.**

The aim of Summer Practice I is to give students experience on site and/or in production techniques, and project scheduling and coordination. Specifically, students are expected to make observations on, and participate in:

- ***On Site Activities, and/or,***
- ***Production Techniques, and***
- ***Project Scheduling and Coordination***

Please bear in mind that the student, although completing the second year of study, may require your guidance, much supervision and patience. We encourage you to include the student in your daily company routine, offering opportunities for observation, allowing active participation in tasks, and the inclusion in other aspects of the working of your company.

Students are required to maintain a **Diary**, which record their daily tasks and specific involvement in activities of your company.

We request that **you review and validate the student's daily Diary entries and sign it on a weekly basis.**

Furthermore, the student must submit a Summer Practice I Report, upon completion of the work term. We request that you support the student by **providing documents for inclusion in her/his report.**

Also, we require your evaluation of the student's performance upon completion of the work term. A copy of the form, Document B-3 Performance Review will be provided to you by the student. We encourage you to discuss your evaluation, in whole or part, with the student.

Please return the signed Performance Review by mail, marked 'Confidential' to the Graphic Design Department, within a week after completion of Summer Practice I.

I am convinced it will be a fruitful and enjoyable experience for both, the student as well as your company staff.

Sincerely,

Birsu S. ÇELTEK
Course Coordinator

Bilkent University
Faculty of Art, Design and Architecture
Graphic Design Department
06800 Bilkent, Ankara, Turkey

Tel: (+90) 312 290 1448
birsu@bilkent.edu.tr
http://gra.bilkent.edu.tr/



Sayın İlgili,

Bilkent Üniversitesi, Güzel Sanatlar, Tasarım ve Mimarlık Fakültesi, Grafik Tasarım Bölümü öğrencilerinin, üçüncü yıl ders programı kapsamında, birinci yaz stajını yapmaları gerekmektedir. Bu stajın süresi **1 aydır**.

Stajın amacı, öğrencilerin matbaa uygulama ve üretim alanlarında deneyim kazanmalarını sağlamaktır. Özellikle öğrencilerden aşağıda belirtilen konularda gözlem yapmaları ve katılımında bulunmaları beklenmektedir:

- **İş yönetimi ve programlaması,**
- **Proje geliştirme aşamaları,**
- **Matbaa-ajans ilişkileri,**

Henüz ikinci sınıfı bitirmiş olan öğrencinin, sizin yardımınıza, sabrınıza ve denetiminize gereksinimi olduğunu takdir edersiniz. Sizden öğrencinin matbaanın günlük olağan akışına katılmasını sağlamanızı, gözlemele yapması için bazı fırsatlar yaratılmasını ve çalışma ortamlarını farklı yönleri ile tanımaya teşvik edilmesini diliyoruz.

Öğrenciden staj sırasında her gün, ofisteki günlük görevlerini ve katıldığı etkinlikleri günlüğüne yazması beklenmektedir. **Haftada bir, bu günlüğün uygunluğunun gözden geçirilerek onaylanması gerekmektedir.** Günlüğü ile birlikte, öğrenci staj bitiminde bir rapor hazırlayarak Ders Koordinatörü'ne teslim edecektir. Raporuna ekleyebilmesi için, ilgili dökümanları veya kopyalarını sağlamanızı özellikle rica ediyoruz.

Staj dönemi sonunda, öğrencinin performansını değerlendirmeniz ve bunun için gerekli olan ekteki Staj Değerlendirme Formu'nu doldurmanız gerekmektedir. **İmzalanmış ve kaşelenmiş Staj Değerlendirme Formu'nu** öğrenci stajını tamamladıktan sonra bir hafta içinde, **zarfının üzerinde 'Gizlidir' notu ile aşağıda belirtilen adrese, posta ile göndermenizi rica ediyoruz.**

Eğitimimize yaptığınız katkıdan dolayı teşekkür eder, saygılarımı sunarım.

Birsu S. ÇELTEK
Ders Koordinatörü

Bilkent Üniversitesi
Güzel Sanatlar, Tasarım ve Mimarlık Fakültesi
Grafik Tasarım Bölümü
06800 Bilkent, Ankara, Türkiye

Tel: 0 312 290 1448
birsu@bilkent.edu.tr
<http://gra.bilkent.edu.tr/>



LETTER OF ACCEPTANCE

To be filled out by the student

Student's Name and Surname :	
Student's Advisor:	
Summer Practice Course Code:	GRA 290 <input type="radio"/> GRA 390 <input type="radio"/>
<p><i>Thank you for your contributions, Sincerely,</i></p> <p>Birsu S. ÇELTEK Course Coordinator</p> <p>Bilkent University Faculty of Art, Design and Architecture Graphic Design Department 06800 Bilkent, Ankara, Turkey</p> <p><i>Tel: (+90) 312 290 1448 birsu@bilkent.edu.tr http://gra.bilkent.edu.tr</i></p>	
<i>The following information will be filled out by the placing company.</i>	
Starting Date:	
Date of Completion:	
Company's Name:	
Address:	
Telephone:	

I accept the student's application for Summer Practice placement.

Name and Surname:

Signature and Stamp:

Date:



STAJ BAŞVURU FORMU

Öğrenci tarafından doldurulacaktır

Öğrencinin Adı ve Soyadı:	
Öğrencinin Danışmanı:	
Stajın Türü:	GRA 290 <input type="radio"/> GRA 390 <input type="radio"/>
<p><i>Eğitimimize yaptığınız katkılardan dolayı teşekkür ederiz. Saygılar,</i></p> <p>Birsu S. ÇELTEK Ders Koordinatörü</p> <p>Bilkent Üniversitesi Güzel Sanatlar, Tasarım ve Mimarlık Fakültesi Grafik Tasarım Bölümü 06800 Bilkent, Ankara, Türkiye</p> <p><i>Tel: 0 312 290 1448 birsu@bilkent.edu.tr http://gra.bilkent.edu.tr/</i></p>	
<p><i>Başvuruyu onaylayan yetkili tarafından doldurulacak.</i></p>	
Staj Başlangıç Tarihi:	
Staj Bitiş Tarihi:	
Firma Adı:	
Adres:	
Telefon:	

Öğrencinin staj başvurusunu kabul ediyorum.

Adı ve Soyadı:

İmza ve Kaşe:

Tarih:



SUMMER PRACTICE PERFORMANCE REVIEW

CONFIDENTIAL

Name and Surname of the Student :
Department and Year of the Student :
Kind of Practice, Course Code :
Name of the Company :
Starting and Ending Dates :
Practice Period :

Evaluation of Summer Practice

Department in the Company	Work Period (Days)	Performance*	Attendance*	Level of * Success
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**Please grade your evaluations from a scale of 10 (0-failure, 10-excellent)*

Date :
Evaluated by :
Title :
Signature :
Signet :

Please send the form in a sealed and signed envelope to the Course Coordinator.

Birsu S. ÇELTEK
Course Coordinator

Bilkent University
Faculty of Art, Design and Architecture
Graphic Design Department
06800 Bilkent, Ankara, Turkey



STAJ DEĞERLENDİRME FORMU

GİZLİDİR

Öğrencinin Adı-Soyadı :
Stajın Türü :
Kurumun Adı :
Stajın Başlama ve Bitiş Tarihi :
Zorunlu Staj Süresi :

Yaz Stajı Değerlendirmesi*

Çalıştığı Bölüm	Çalışma Süresi	Gösterdiği* Performans	Devam* Durumu	Başarı* Derecesi
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*Lütfen değerlendirmeleri 10 tam not üzerinden yapınız.

Tarih :
Değerlendirenin Adı Soyadı :
Ünvanı :
İmza :
Kaşe :

Doldurulan formun doğrudan Ders Koordinatörü'ne gönderilmesi rica olunur.

Birsu S. ÇELTEK
Ders Koordinatörü

Bilkent Üniversitesi
Güzel Sanatlar, Tasarım ve Mimarlık Fakültesi
Grafik Tasarım Bölümü
06800 Bilkent, Ankara, Türkiye