



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

SECTION ONE

PURPOSE, SCOPE, BASIS, AND DEFINITIONS

Purpose

Article 1 – (1) The purpose of this directive is to regulate the procedures and principles regarding the Summer Practice (Internship) Programme for students enrolled in the Department of Interior Architecture at the Faculty of Architecture and Fine Arts of Final International University. The internship is a compulsory component of the curriculum, designed to provide practical professional experience complementing theoretical education.

Article 2 – (1) This directive covers the principles, implementation, and evaluation rules of the Summer Practice Programme for students of the Department of Interior Architecture, including all stages of the internship, the preparation of the logbook/report, and the assessment and grading process.

Article 3 – (1) This directive has been prepared based on the Final International University Student Internship Regulation and in accordance with Article 44 of the Higher Education Law No. 2547 and the provisions of the FIU Bylaw on Establishment and Operation.

Article 4 – (1) The following terms used in this directive shall mean:

1. University: Final International University,
2. Faculty: The Faculty of Architecture and Fine Arts of Final International University,
3. Department: The Department of Interior Architecture within the Faculty of Architecture and Fine Arts,
4. Internship Committee: The committee established by the Dean's Office to oversee the internship process and evaluation,
5. Internship Coordinator: The academic staff member appointed to monitor and coordinate the internship process,
6. Internship Institution: A public or private office, firm, or construction site approved by the Internship Committee,
7. Internship Supervisor: The person at the host institution, who oversees and evaluates the student's performance.

SECTION TWO

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities of the Internship Committee

Article 5 – (1) The Internship Committee is responsible for supervising internship implementation, ensuring compliance with departmental requirements, and evaluating student performance. The Internship Coordinator ensures coordination between the department, the internship institutions, and the students.

Article 6 – (1) Duties and responsibilities of the intern student include:

1. Completing internship application documents and submitting them on time,
2. Finding an appropriate internship institution and obtaining approval from the department (if needed),
3. Keeping a daily logbook of tasks performed, signed by the institutional supervisor,



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

4. Preparing the internship report/logbook according to the provided format and submitting both hard and soft copies,
5. Participating in the oral presentation (jury) during the final exam period.

SECTION THREE

IMPLEMENTATION, EVALUATION, AND SUBMISSION PROCEDURES

Article 7 – (1) The Final International University Internship Programme is designed to help students develop essential knowledge and skills required for success in the twenty-first century working environment. The internship enables students to apply theoretical knowledge in professional contexts and gain practical experience. Students are expected to demonstrate progress in communication, critical thinking, problem-solving, teamwork, planning, ethics, and technological competence.

Article 8 – (1) The internship courses and their focus areas are as follows:

- INAR200: Summer Practice-I: Technical Details

Focuses on observation at the finishing stages of construction sites to understand material applications and detailing.

- INAR300: Summer Practice-II: Construction Site

Involves experience in workshops or practical industries, emphasizing production techniques and material fabrication.

- INAR400: Summer Practice-III: Architectural Office

Focuses on professional practice within an interior design office, where students take part in design projects, client communication, and documentation.

Article 9 – (1) The internship evaluation consists of multiple components: Daily Logbook, Company Evaluation, Student Self-Evaluation, Instructor Assessment, and Departmental Jury Presentation. (2) Evaluation Distribution: Company Assessment 40%, Instructor Evaluation 30%, Jury Presentation 30%.

Article 10 – (1) Grading follows the 'Satisfactory/Unsatisfactory' system, where scores between 60 and 100 correspond to 'Satisfactory.'

Article 11 – (1) Students must submit both hard and soft copies of their reports during the midterm exam period (exact date will be announced). Before submission, the report must be reviewed and approved by the course instructor.

(2) Oral presentations will be conducted during the final exam week and recorded through LMS. Each student will present for approximately 5 minutes.

Article 12 – (1) All required forms and documents for the internship logbook/report are prepared in eight (8) appendices. Students must obtain, complete, and include these in their final submission to ensure full evaluation and validity.

Article 13 – (1) Matters not specified in this directive will be resolved by the decision of the Faculty Board.

(2) This directive shall enter into force following the approval of the University Senate.

(3) The provisions of this directive are executed by the Department of Interior Architecture.



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

SECTION FOUR

INTERNSHIP APPLICATION PROCESS AND INTERNSHIP RELATED DOCUMENTS

Article 14 – (1) Students are responsible for researching and finding their own internship institutions.

(2) If the internship institution requests additional documents, it is the student's responsibility to provide and submit the required documents to the institution.

(3) The internship file must include the following documents:

1. Internship/ Summer Practice Request Form (Appendix-1) – if need by the company
2. Internship/ Summer Practice Cover Page (Appendix-2)
3. Internship/ Summer Practice Acceptance Form (Appendix-3)
4. Intern Performance Evaluation by Institution/ supervisor (Appendix-4)
5. Intern's Daily Report (Appendix-5)
6. Intern's Weekly Summary Report (Appendix-6)
7. Self-Evaluation Form (Appendix-7)
8. Internship Assessment Form (Appendix-8)

Format, Content, and Submission of the Internship Report

Article 15 – (1) After the completion of the internship, students are required to prepare an internship report. The report must include the following sections:

Report Contents

Part A - Information about the company

1. Name and address
2. Location
3. Size
4. The main product(s)/services offered by the organization
5. Nature of goals (what is the organization trying to accomplish)
6. Major activities (which tasks are performed)
7. Organizational Chart (if available)

Part B – Written Reflection

Write a report to describe and analyse what the student has learned during the internship/ summer practice experience. Include the following:

1. Describe the department(s) in which you were directly involved in. What were your specific jobs, duties and responsibilities within the organization?
2. The extent to which you progressed and developed your knowledge and skills with regard to FIU's Learning Outcomes, and specifically:
 - Communication skills
 - Analytic, critical thinking and problem solving skills



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

- Planning, implementing and evaluating skills
- Initiative and autonomy
- Team-work and collaboration skills
- Responsibility and commitment to quality
- Understanding of professional ethics and civic and social responsibilities
- Technological skills.

3. In what areas would you now say you are knowledgeable, confident and skilled, and in what areas do you need to progress further?

4. Do you feel that this internship has offered you a positive learning experience?

5. Additional comments including any further information requested by your Faculty or School Assigned tasks and responsibilities undertaken (daily report and weekly summary section)

(2) The formatting of the report must follow the official internship file template provided by the Faculty of Architecture and Fine Arts and explained by the course instructor.

Conduct of the Internship

Article 16 – (1) Attendance during the internship is mandatory. All Forms must be signed daily by the institution's internship supervisor, including the tasks performed and working hours. At the end of the internship/ summer practice, the entire process must be confirmed and approved by the institution official using the Internship Approval Form (Appendix-3).

(2) The compulsory internship/ summer practice must be carried out for a minimum of 20 working days for the 1st summer practice, 25 working days for the 2nd summer practice and 25 working days for the 3rd summer practice. This duration should be planned in accordance with the working hours of the host institution.

(3) During the internship/ summer practice, students are required to comply with the working principles, working conditions, disciplinary and occupational safety rules, and all relevant legal requirements of the host institution.

(4) The University is not liable for any damages caused by the intern to the hosting institution due to the intern's fault or negligence.

Evaluation of the Internship

Article 17 – (1) The internship evaluation consists of multiple components: Daily Logbook, Company Evaluation, Student Self-Evaluation, Instructor Assessment, and Departmental Jury Presentation. (2) Evaluation Distribution: Company Assessment 40%, Instructor Evaluation 30%, Jury Presentation 30%.

(2) The Institutional Internship Evaluation Form (Annex-4) is completed by the institutional internship supervisor based on the student's performance, attendance, engagement, success, and other relevant aspects, and must be officially signed and stamped.

(3) The Internship Evaluation Forms and Internship Reports of the students are reviewed by the Internship/ summer practice instructor, which decides whether to accept or reject the internships. In cases where a correction is required, the student may be asked to revise their report. If an internship is rejected, it must be repeated.

(5) A student who is requested to revise their internship report must submit the revised version before the end of the semester. Failure to do so will result in the internship being deemed invalid. After this period, the student's situation will be re-evaluated by the Internship Committee.



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

(6) Students subject to compulsory internship who are deemed unsuccessful by the Internship/ summer practice instructor must repeat the internship.

(7) If, during the evaluation of internship/ summer practice reports or supporting documents, it is determined that a report has been copied from another student's file, is substantially similar to another report, or contains falsified information, disciplinary action will be taken in accordance with the Final International University Student Disciplinary Regulations.

Matters Not Covered in This Internship Directive

Article 18 – Matters not explicitly addressed in this directive shall be resolved by the decision of the Dean's Office.

Enforcement

Article 19 – This directive shall come into effect as of the date it is approved by the Senate of Final International University.

Execution

Article 20 – The provisions of this directive are implemented and supervised by the Department of Interior Architecture, Faculty of Architecture and Fine Arts.



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

Appendix 1_Internship Request Form



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The Human Resources Department

Dear Sir/ Madam,

We would be most grateful for your assistance in welcoming Final International University students to your organisation for the purpose of completing an internship as part of their degree programme.

Final International University (FIU) was founded in 2015 by The Final Educational Group and DMG-Akgünler. Both partners are actively seeking to provide as many job opportunities to FIU graduates as possible, and our university is committed to ensuring that graduates have all the knowledge and skills required for success in the twenty-first century working environment. In this regard the provision of a rich and valuable internship experience is of immense value and assistance to our students. Through their internship programme, our students are expected to observe, participate and reflect on the challenging world of employment. In line with our University Learning Outcomes, interns are expected to consciously work on improving:

- *Communication skills*
- *Analytic, critical thinking and problem solving skills*
- *Planning, implementing and evaluating skills*
- *Initiative and autonomy*
- *Team-work and collaboration skills*
- *Responsibility and commitment to quality*
- *Understanding of professional ethics and civic and social responsibilities*
- *Technological skills.*

The support and assistance of the employer-supervisor in tandem with the relevant FIU advisor is greatly appreciated in this endeavour.

Please find attached details of the student concerned, the internship assessment criteria, and employer-advisor logbook. Our internship advisors will be only too happy to assist you should you have any further questions.



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

Best Wishes,

----- (signature)

----- (academic rank, name)

Dean / Director of _____

Final International University

E-mail:



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE



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Internship Request Form

Photo

Student Name:	
Student Number:	
Date of Birth:	
Nationality:	
Address:	
E-mail and Telephone Number:	
Faculty / School and Degree Programme:	
Year of Study:	
Professional Interests and Skills:	
Advisor (FIU): E-Mail:	
Employment Supervisor: (When allocated):	

I, _____, would like to complete my internship with your organisation / company. An internship of minimum 30 consecutive calendar days outside the school semester dates is a prerequisite for graduation.

If you can offer me a place, the internship will provide me with valuable practical knowledge and experience prior to graduation. I appreciate your assistance and support and undertake to fulfil all my responsibilities to the best of my abilities.

Thank you for your time and consideration.

Yours sincerely,



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

----- (student signature)

----- (date)

Approved by ----- (FIU Advisor)

----- (FIU Advisor signature) ----- (date)



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

Appendix 2_Cover Page



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INTERNSHIP LOGBOOK

FACULTY / SCHOOL:

STUDENT'S NAME:

STUDENT'S NUMBER:

PROGRAMME:

INSTRUCTOR:

EMPLOYER SUPERVISOR:

COMPANY:

DATES OF INTERNSHIP:

Note: At the end of the internship, the logbook should be delivered to the University by the student in a sealed envelope, and a soft copy e-mailed to the academic advisor.



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

Appendix 3_Summer Practice Acceptance Form



Mimarlık ve Güzel Sanatlar Fakültesi/Faculty of Architecture and Fine Arts

YAZ STAJI ONAY FORMU / SUMMER TRAINING ACCEPTANCE FORM

Stajyer Bilgileri / Trainee Information

Adı ve Soyadı/ Name and Surname: _____

Öğrenci Numarası / Student No: _____

Bölümü / Department: _____

Öğrencinin Staj Yapacağı Yer ve İş tanımı (firma yetkilileri tarafından doldurulacak) / Location of Training and Job Description of the Trainee (to be filled by the company):

Firma Bilgileri / Company Information

Adı / Name: _____

Adres / Address : _____

Telefon / Phone : _____

Faks / Fax: _____

Stajyerden Sorumlu Kişi / Trainee Consultant

Adı Soyadı / Name Surname: _____

Telefon / Phone : _____

Email: _____

Faks / Fax : _____

Verilecek İmkanlar (yemek, ücret, kalacak yer, ulaşım, sigorta v.s.) Benefits and Facilities Provided by the Company (food, salary, accomodation, transportation, insurance etc):

Staj Tarihleri / Dates of Practice:

Başlama / Start: ___ / ___ / ____

Bitiş / Finish: ___ / ___ / ____

FİRMA / COMPANY
İMZA / SIGNATURE - MÜHÜR / SEAL



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

Appendix 4_Employer Evaluation



EMPLOYER EVALUATION OF INTERN PERFORMANCE

Date:

Dear Employer / Supervisor,

We would like to thank you once more for so generously hosting Final International University students. We would be most grateful if you could also complete the attached evaluation form. This will provide us with valuable feedback that will help us evaluate our students' performance and provide them with further advice for future improvements.

In completing the form, please grade the student according to the following scale:

- 1: Did not meet requirements
 - 2: Below average in satisfying requirements
 - 3: Satisfied requirements
 - 4: Above average in satisfying requirements
 - 5: Outstanding / exceptional performance.
- N/A: Not possible to assess due to lack of information / applicability.

We thank you again for your assistance.

Name and Surname of the Employer-Supervisor:			
Name of the Business and Field of Activity:			
Address:			
Telephone Number:		E-mail:	
Name and Surname of Student:			
Internship Dates:	Start:		Finish:



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE



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UNIVERSITY**

EVALUATION OF STUDENT PERFORMANCE BY EMPLOYER-SUPERVISOR

During the internship, the student demonstrated:	5	4	3	2	1	N/A
1. Professional responsibility (e.g. attendance, dress, awareness of and adherence to workplace regulations).						
2. Professional ethics and social and civic responsibilities (awareness of ethical and social areas of relevance to the field and to the workplace, and to behaviour and conduct in professional life more generally).						
3. Professional autonomy (able to work independently, take initiative, self-organize and generally work well with minimum support and supervision).						
4. Time Management Skills (timely task completion, distribution and prioritising of time, punctuality, etc.)						
5. Teamwork Skills (working harmoniously with others, interacting positively and constructively with colleagues etc.)						
6. Communication Skills (able to convey ideas and suggestions, understand instructions, respond to questions and instructions in a professional manner).						
7. Analytic, critical thinking and problem-solving skills (able to evaluate and respond to day-to-day work related issues and problems with original insights based on evidence and data, and make relevant proposals)						
8. Technical Knowledge and Skills (as relevant to the field in general and the workplace in specific and showing the ability to transfer classroom learning into work environment).						
9. Continuous learning and development (desire and interest to learn more about the field, the organisation, and develop higher levels of knowledge and skills).						
10. Overall Assessment						
Further Comments and Recommendations						

Employer Supervisor Name and Signature:

Date:



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

At the end of the internship, this form should be completed and given to the student in a sealed envelope and / or signed, scanned and e-mailed to the student's academic advisor.



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

Appendix 5_Daily Report

FIU- Faculty of Architecture and Fine Arts
SUMMER PRACTICE REPORT ARCH

Date/Tarih:.....

Day/Gün:.....

Approved by: (daily)

.....



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

Appendix 6_Weekly Summary Report

Notes:

- Do not forget to ensure that your Employer-Supervisor signs your log at the end of each working week.
- Use the weekly summary box to make further comments about that week and any issues of particular significance or interest that occurred.

DAILY WORK DESCRIPTION			
DAYS GÜNLE R	DATE TARİ H	DEPARTMENT BÖLÜM	BRIEF EXPLANATION OF WORK AND COMMENTS YAPILAN İŞİN KISA AÇIKLAMASI
1			
2			
3			
4			
5			
6			



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

7			
Weekly Summary:			
Signed and dated by Employer-Supervisor as a true and accurate record:			
8			
9			
10			
11			
12			



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

13			
14			
Weekly Summary:			
Signed and dated by Employer-Supervisor as a true and accurate record:			
15			
16			
17			
18			
19			



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

20			
21			
Weekly Summary:			
Signed and dated by Employer-Supervisor as a true and accurate record:			
22			
23			
24			
25			
26			
27			



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

28			
Weekly Summary:			
Signed and dated by Employer-Supervisor as a true and accurate record:			
29			
30			
Weekly Summary:			
Signed and dated by Employer-Supervisor as a true and accurate record:			



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

Appendix 7_Self-Evaluation Form

Part D – Self Evaluation Form

Please complete the self-evaluation form below, considering your internship experience, and using the scale below:

- 1: I did not learn or develop in this area.
- 2: I learned / developed to a small extent in this area, but not as much as I hoped.
- 3: I learned / developed satisfactorily in this area.
- 4: I learned / developed a lot in this area.

N/A: Not possible to assess due to lack of information / applicability.

You may be asked in your jury interview to discuss your answers and give reasons and examples.

SELF-EVALUATION OF STUDENT INTERNSHIP

During the internship, I learned / developed:	4	3	2	1	N/A
1. Professional responsibility (e.g. attendance, dress, awareness of and adherence to workplace regulations).					
2. Professional ethics and social and civic responsibilities (awareness of ethical and social areas of relevance to the field and to the workplace, and to behaviour and conduct in professional life more generally).					
3. Professional autonomy (able to work independently, take initiative, self-organize and generally work well with minimum support and supervision).					
4. Time Management Skills (timely task completion, distribution and prioritising of time, punctuality, etc.)					
5. Teamwork Skills (working harmoniously with others, interacting positively and constructively with colleagues etc.)					
6. Communication Skills (able to convey ideas and suggestions, understand instructions, respond to questions and instructions in a professional manner).					
7. Analytic, critical thinking and problem-solving skills (able to evaluate and respond to day-to-day work related issues and problems with original insights based on evidence and data, and make relevant proposals)					
8. Technical Knowledge and Skills (as relevant to the field in general and the workplace in specific and showing the ability to transfer classroom learning into work environment).					



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

9. Continuous learning and development (desire and interest to learn more about the field, the organisation, and develop higher levels of knowledge and skills).					
10. Overall Assessment					



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

Appendix 8_Internship Assessment



**FINAL INTERNATIONAL
UNIVERSITY**

Final Evaluation of Student Internship Performance

Introduction to the Assessment Guidelines and Internship Documentation

The FIU internship assessment scales, guidelines and supporting documentation have been prepared at the request of the FIU Rector's Office.

The following principles underpin the material.

1. FIU has promoted itself from the outset as a University that stands out for its emphasis on graduate employability. Its approach to internship and work experience should therefore be distinct in what it offers, and constitute a model of superior practice in the region.
2. Internship / Work Experience should meet the standards and expectations of international accrediting organizations. This is one reason why the assessment scale categories have been derived from the Final International University Learning Outcomes and Mission Statement. The FIU Learning Outcomes themselves were derived from EHEA (European Higher Education Area) and ESG (European Standards and Guidelines) definitions of and descriptions of desirable outcomes of undergraduate education. The equivalent local and regional guidelines (of YOK and YODAK) are also largely synchronized with current European guidelines, meaning that the Internship guidelines should satisfy all external requirements.
3. A not uncommon critique levelled by accrediting bodies at higher education institutions is a failure to fully evolve an institutional identity, policy and character, and that they are run more as a loose confederation of faculties, departments and schools operating from the same campus but in markedly different and unconnected ways. A common internship template based on the FIU institutional Learning Outcomes should also help address this issue.
4. The internship documentation is thus based on contemporary approaches and discussions of twenty-first century skills and competences, a lifelong learning philosophy and generic employability skills that employers look for.
5. The documentation and assessment guidelines are however templates. Specific variations across programmes will naturally involve some changes to the templates, additional field-specific criteria etc. The intention however is that there should be an internship policy and philosophy that is explicitly University-wide and can be used by FIU to present, characterize,



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

and market itself to the local, regional and international communities as a major component of its quality-driven philosophy.

Internship Assessment Guidelines

In assessing internship performance, please consider:

- Completion, clarity, and care as demonstrated in the logbook.
- Comments and assessment provided by the work supervisor.
- Student report.
- Student self-assessment form.
- Student performance at final jury interview.
- Further observations of FIU advisor.

ASSESSMENT COVER PAGE	
STUDENT	NAME
	NUMBER
	PROGRAMME
COMPANY	NAME
	AREA(S) OF OPERATION
	ADDRESS
EMPLOYER / SUPERVISOR	NAME, SURNAME
	STATUS / TITLE
ACADEMIC ADVISOR	NAME, SURNAME
	STATUS / TITLE



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

**DEPARTMENT(S)
) /AREAS IN
WHICH INTERN
WORKED**

STARTING DATE:

COMPLETION DATE:

TOTAL NUMBER OF WORKING DAYS:

Dates, Signatures, Stamps



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

Internship Assessment

Evaluation Scale:

1: Did not meet requirements. 2: Below average in satisfying requirements. 3: Satisfied requirements.

4: Above average in satisfying requirements 5: Outstanding / exceptional performance.

N/A: Not possible to assess due to lack of information or relevance.

Satisfactory (S) : 3.00 – 5.00

Unsatisfactory (U): 0.00 – 2.99

A. During the internship, the student demonstrated:	5	4	3	2	1	N/A
11. Professional responsibility (e.g. attendance, dress, awareness of and adherence to workplace regulations).						
12. Professional ethics and social and civic responsibilities (awareness of ethical and social areas of relevance to the field and to the workplace, and to behaviour and conduct in professional life more generally).						
13. Professional autonomy (able to work independently, take initiative, self-organize and generally work well with minimum support and supervision).						
14. Time Management Skills (timely task completion, distribution and prioritising of time, punctuality, etc.)						
15. Teamwork Skills (working harmoniously with others, interacting positively and constructively with colleagues etc.)						
16. Communication Skills (able to convey ideas and suggestions, understand instructions, respond to questions and instructions in a professional manner).						
17. Analytic, critical thinking and problem-solving skills (able to evaluate and respond to day-to-day work related issues and problems with original insights based on evidence and data, and make relevant proposals)						
18. Technical Knowledge and Skills (as relevant to the field in general and the workplace in specific and showing the ability to transfer classroom learning into work environment).						
19. Continuous learning and development (desire and interest to learn more about the field, the organisation, and develop higher levels of knowledge and skills).						
B: After the internship, the student demonstrated:						
20. Composition and reporting skills (structuring and formatting a formal report).						
21. Critical reflection skills (evaluating the experience in both written and spoken form, through the report, self-assessment form, and jury).						
22. Planning and Further Development (the ability to identify future targets and methods for achieving them).						
C: Faculty /School specific items can be added below if desired.						



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF ARCHITECTURE AND FINE ARTS
DEPARTMENT OF INTERIOR ARCHITECTURE INTERNSHIP DIRECTIVE

D: Weighted Average Grade

E: Overall Final Grade

S

U

Further Comments and Recommendation