

Epoka University
Architectural Department
Arch 300 - Architectural Office Summer Practice

Aims:

The Arch 300 summer practice aims at introducing students of architecture to the context in an architectural office, observing and participating in project development, relations of projects and implementation and various office procedures.

Objectives:

Students acquire the basic hands-on experience on how an office works from the initial sketches to the working drawings of a building. Division of labor in the development of projects, interaction with other engineering disciplines, different model making and drawing tools / methods and content of information in these documents, procedures related to the legal aspects are amongst the issues to be covered during the Arch 300 summer practice.

Course Conduct:

Students take Arch 300, at the beginning of the 5th semester. The student can realize the required coursework in more than one office.

Arch 300 summer practice is made in registered architectural offices in Albania or abroad. Students can also work in legal authorities related to design and construction (municipalities, ministries etc.)

To enable diversity of experiences a portion of the study (not more than 20 work days) can be realized in archeological sites, restoration, city planning, interior design or industrial design offices as well.

Procedure:

Students contact with an office and acquire an acceptance during their 4th semester; (not later than the 1st week of May).

Submit this acceptance to the department secretariat for the department's agreement;

Prepare the materials documenting their study including:

- a- Assessment report of the office
- b- *Summer Practice Sketch Book* in A5 format (reporting daily activities, either via sketches or text)
- c- Architectural drawings scaled and enrolled in A4 format

Students are to submit all the materials listed above in an closed Epoka A4 format envelope, signed and sealed by the office director.

Duration:

Duration of the summer practice (Arch 300) is a minimum of 36 work days.

Materials to be submitted:

The summer practice envelope is to be submitted at the end of the summer practice documenting the work they (personally) have accomplished during their work. These drawings and reports will be submitted on the Friday of the fourth week after the start of the fall semester following the summer practice.

Assessment:

Summer practices are graded by a committee on the basis of "successful" (S) and "unsuccessful" (U)