**Summer Practice: Guidelines**

# Department of Archaeology

**Coordinator:**

Dr. Peter Talloen (peter.talloen@bilkent.edu.tr)

Undergraduate students must complete two internships as part of their curriculum. These internships correspond to two courses: HART 399 (Summer Practice I) and HART 401 (Summer Practice II), to be taken in the fall semester of the third and fourth year, respectively. These courses do not have prerequisites.

A summer internship consists of participating in field research (excavation or survey), working in a museum, or working in a department of the Turkish Ministry of Culture and Tourism. An internship on a field project or in a museum can be undertaken either in Turkey or abroad.

The internship must last (at least) 20 consecutive work days (four weeks of full-time work). It cannot be split between two summers or term breaks. In addition, the internship must not overlap with classes in fall, spring, or summer school terms.

The aim of the internship is to provide students training in a professional setting to complement the theoretical teaching received in the classroom. The department encourages students to diversify their experiences, with internships both in the field (excavation and survey) and in research and administration (museums and the ministry) in order to test their aptitudes and help them decide which aspect of archaeology would offer the best path for a successful professional life.

Procedures: how to sign up for an internship and how to register the experience for HART 399 and HART 401

The student is responsible for organizing his/her internship, but the department’s teaching staff is always available to offer guidance.

**Signing up, for internships in Turkey:**

1) **Museums:** The student should contact a museum and ask if there is a possibility to have summer training. If the answer is positive, the student then needs to apply to the Ministry of Culture and Tourism.

2) **Excavations and surveys:** The student should contact the head of the project and ask if he/she can take part in the project. Because project directors need to submit staff lists as part of their application to the Turkish government in December, the student needs to contact project directors in the fall, before December. If accepted, and if the student is not a Turkish citizen, he/she will be required to fill out ‘SP-Application’ Form (available on the Department Website), to be submitted to the project director.

3) **Ministry of Culture and Tourism**: The student should contact the head of the department that interests him or her, to inquire about summer internships.

4) In case of another institution or organization, please contact the Summer Practice coordinator.

**For internships outside Turkey**, apply directly to the project or museum director. In case of questions, contact the Summer Practice coordinator.

**Insurance (for internships in Turkey):**

1) Field work: Insurance for the student is the responsibility of the head of the project; in the case of projects affiliated with Bilkent University, the university will cover the expenses entailed.

2) Museums and the Ministry of Culture and Tourism.

* The student should complete the application form (SP-Training Approval; available on the Department Website) and present it to the secretary of the Archaeology department.
* The secretary will give the student a form which certifies the insurance (SP-SGK\_Form; available on the Department Website).

**Validating the internship for course credit:**

1) Evaluation form: The supervisor of the internship (director of the field project or the sponsoring institution) will complete a confidential form (SP-Evaluation) and either (a) mail it directly to the Summer Practice coordinator or (b) give it in a sealed envelope to the student to deliver personally to the coordinator. The form can be filled out in English or in Turkish.

2) The student should register for the appropriate course, HART 399 or HART 401, in the fall semester.

3) Report: The student will write a scientific report of 1500 words on the internship: the nature of the work, a summary of activities undertaken, and an evaluation of the experience in terms of professional training. This report should be sent in pdf format to the Summer Practice coordinator **by the end of September**.

4) ECTS credits will be given by the coordinator if the confidential evaluation from the internship supervisor and the student’s report are satisfactory.

Note the internship will be validated and ECTS credits given only if Form HART-SP 4 and the student’s report have been submitted.

Role of the Archaeology Department:

1) The department oversees HART 399 and HART 401, and grants ECTS credits for these courses.

2) A meeting is organized every October to present field research projects organized by or in collaboration with Bilkent University.

3) Department teaching staff members help advise students on their choice of internships.