

PROFESSIONAL PRACTICE

Frequently asked questions:

Is a two-month internship recognized?

Internships of less than 3 months are not recognized. For very short internships it is advisable to complete the mandatory 9 months first. Internships that are not recognized by the faculty because they are too short should not be registered on SV (Segreteria Virtuale).

What happens if the firm does not allow the disclosure of sensitive material?

The Professional Practice Manager at the Accademia must be informed immediately and a solution will be found together. This information must be communicated immediately, not at the end of the placement.

What should I do if I extend my internship in the same office?

It is not necessary to do anything, just change the dates of the internship on the Segreteria Virtuale portal and notify the person in charge by e-mail.

When will the post-practice interview take place?

In September each year. Students will receive information by e-mail (@usi.ch). Interviews will take place on MS-Teams. In the case of "odd-ball" students, for example those starting an internship in February, the exact date will be communicated.

Is it possible to do an internship part-time?

Absolutely not. The internship must be full-time. The number of hours per week may vary depending on the country or the internal regulations of the host organisation.

If, after my practical training, I leave for Erasmus at another university, when do I take the interview?

Students who have been selected for Erasmus Exchange after their internship will have their interview in September together with all their fellow students of the same year. Students will receive information by e-mail.

DATES - IMPORTANT:

PRE-STAGE

The start and end dates of the internship **must be the same in all documents and in the internship registration.**

1. Registration on SV:

Data di inizio stage	16.11.2020
Data di fine stage	16.08.2021
Mesi computati	9

2. Mandatory internship agreement (all students)

Planned dates of start and end of the traineeship period:

From:
To:
that is months.

3. Convention de stage en entreprise pour étudiant (only for France)

ARTICLE 3 – DUREE

Le stage est fixé pour la période suivante : du _____ au _____
A raison de 35 heures par semaine.

4. Placement scholarship form (only for SEMP scholarship applicants)

(to go to the host country).

Dates of Internship:

Insurance policies (not to be paid by the University)!

POST-STAGE

Even at the end of the placement the exact dates of registration **must be reported on the documents.**

1. Registration on SV:

Data di inizio stage	05.08.2019
Data di fine stage	31.07.2020 ⚠ la fine è stata posticipata, era prevista per il 30.06.2020
Mesi computati	12

2. Certificate of practical activity (all students)

We hereby declare that the above mentioned student has successfully completed the internship at our studio

from _____ **Till** _____ **that is** _____ **months**

3. Certificate of Attendance (for SEMP grant applicants only)

at _____ (name of host institution)
from _____ (date of arrival, dd-mm-20yy)
to _____ (date of departure, dd-mm-20yy)

PRE-STAGE PORTFOLIO

Recommended dimensions:

minimum 30 pages / maximum 60 pages.

It is important to indicate all the subjects dealt with during the university years, such as:

- Hand drawings;
- CAD drawings (plans, sections, elevations, floor plans, diagrams, construction details);
- Three-dimensional visualisations (renderings, photomontages);
- Models in different scales and materials;
- You can also include material relating to theoretical courses and horizontal and vertical workshops etc.

You can also add a personal section with work and experiences outside teaching (e.g. photography, painting, etc.) as long as the distinction is clear.

It is always mandatory to indicate that you are a member of the Accademia di architettura di Mendrisio of the Università della Svizzera italiana (USI). The wording: Università della Svizzera italiana does not translate as.

It is not essential to include your photograph.

It is not essential to include an index of the work done, especially for the digital portfolio.

Insert your CV. Not necessarily in the European format, but it may help you.

Use a layout that must contain the right amount of information to allow the reader to fully understand the concepts and contents of the various projects proposed in the portfolio.

It is very important to highlight the transition between the various projects well.

Always enter for each project:

- a descriptive text per project; captions may also be included, always in the same font and size;
- academic year/semester;
- Bachelor's degree (BSc) or Master's degree (MSc);
- Reference professor/course title;
- Project title (if any).

The portfolio should preferably be in Italian or English, but other languages are also accepted, for example the one of the studios you will be contacting.

Digital portfolio:

Recommended formats:

A4 landscape, or 16:9 format for perfect horizontal screen viewing.

A4 portrait but exported in booklet mode: pages side by side. InDesign as "Spreads" and not "Pages".

If the image/drawing is on two pages, the PDF export must be side-by-side and not single-page.

All Mac users should check on a PC after exporting a pdf with facing pages because it usually does not work (single pages are displayed).

Convert drawings into images. **No vector drawings.** Convert all drawings to JPG or TIFF, avoid the original pdf format for digital submission as it "weighs down" the file and makes viewing slow.

At the end of the portfolio, on the last page, re-enter your data (name, surname, telephone, e-mail) as remainder.

Eliminating blank pages

Avoid including the download link in the email (e.g. Wetransfer)

Maximum size must not exceed 10 MB.

Use the cover letter downloadable from SV as the text of the application e-mail.

Before sending the portfolio to the studios do a test by sending it to yourself/friends as a check of what is displayed on reception and especially the loading times of the images.

Paper Portfolio:

The advice is to find a format that is easy to 'print' wherever you are.

It is important to structure it in such a way that it can be used as a tool to describe one's educational background and skills directly to a possible future employer.

The portfolio should be organised in chronological stages so as to clearly and comprehensively describe the evolution of the work that has been carried out.

In this case, the drawings must be presented in high resolution.

Other aspects that characterize the portfolio and define its appearance are:

- The type of paper used (glossy, matt, coloured, grammage, finish, etc.)
- - The type of binding (always to be considered when defining side margins)

POST-INTERNSHIP EXAMINATION - MATERIAL TO BE SUBMITTED:

Portfolio:

The portfolio uploaded to SV in the POST-Stage Documents section will be used during the interview.

If the portfolio has changed between the date of upload and the date of the interview, you can update it during the examination.

Compulsory information to be provided when drafting the portfolio:

On the cover:

Accademia di architettura di Mendrisio - Università della Svizzera italiana;

Name and surname of the student;

“Title”: *Portfolio internship*;

Name of the studio where the internship took place;

Data of the studio (address, telephone, fax, email, website);

Start and end date of internship.

Inside the portfolio:

Personal details (CV)

Insert a personal report as one of the pages of the portfolio. In this text the student explains the work done and impressions at the end of the placement. The maximum length is 2000 characters (including spaces).

Work done: the transition between one project and another must be very clear.

Two ways of presenting projects:

- by categories: competitions, preliminary studies, executive plans, details, models, renderings, etc..
- chronologically list one project at a time (about 2/4/6 pages per project)

A short descriptive text is compulsory for each job carried out.

You can also include pictures or drawings not made by you but useful for explaining the project.

If you have followed, for example, a competition, the material of which cannot be disclosed; I advise you to include pictures/drawings of the project site and a generic description indicating your tasks within the team.

You can include pictures of journeys, experiences, meetings during the placement period.

The portfolio should preferably be in Italian or English but other languages are also accepted.

Recommended number of pages:

minimum 30 pages / maximum 60 pages.

Internship certificate

You do not have to hand in a hard copy of your work experience certificate to the Academy secretariat after the interview. The one uploaded on SV **is sufficient**.

IMPORTANT:

Only those whose SV internship status is 'Concluded' will be eligible for interview.