

IE Departmental Rules For Internships - IE 300/400

Spring 2019

(Note that the rules required by the Faculty of Engineering still apply and the below are additional requirements specific to the IE department.)

For all **administrative questions** (regarding social security, application documents, signatures, etc.) please contact Faculty Secretary Nazlı Kısacık Çotur. For all **academic questions** (regarding the content of the internship) please contact your academic advisor.

- Pre-requisite courses: SEC201, SEC202.
- The advisor's approval is required before a company is selected. (The presence of an industrial engineer at the company is preferred.)
- IE 300 and IE 400 internship should be completed at two different companies and a separate report should be prepared for each internship. (Two departments of the same company are not accepted as separate internships.)
- Only one internship report can be submitted at the beginning of the 3rd academic year registered.
- An internship should not last less than 15 workdays. (Note that total duration for IE 300 and IE 400 must be **40 days**.)
- Each student is expected to submit a written report to the Faculty Secretary Merve Korkmaz by the last day of course **add-drop** period each semester.
- Internship will be evaluated based on the following four criteria:
 - a) Internship report
 - b) Written and verbal communication
 - c) Ethics
 - d) Technical sufficiency
- The report should follow the instructions below:
 1. The template on the OzU website should be used as a guide for the internship report. The template explains what information should be included in each section.
 2. The report should follow the given format: **1.15-spaced, Arial/Times New Roman font, font size 11 and default margin settings**. It should consist of the following sections with the **minimum** word requirements.
 - Abstract
 - Introduction - **400 words**
 - Company Description - **600 words**
 - Title of the Project
 - a) Problem Statement - **600 words**
 - b) Tools and Techniques used - **400 words**
 - c) Detailed Explanation - **2400 words**
 - d) Results - **400 words**
 - Conclusion - **600 words**
- A soft copy of the report should be uploaded to LMS for Turnitin check. Based on the similarity percentage, a student might fail from internship without getting any revisions.

- Reports that do not fulfill these requirements will be returned to the student (i.e., will lose the chance of revision.)
- The performance of the student will be evaluated by how well the following issues are addressed in the report:
 - Information on the company and the department.
 - Detailed information on
 - . The projects/assignments completed.
 - . IE-related problems encountered during the internship.
 - . IE methods/tools/software/algorithms etc. used to solve problems.
 - . The extent to which the courses taken are related to the workplace.
 - . Experience and knowledge gained during this internship.
 - Report structure and formatting: Internship report should follow (in terms of sections, fontsize, etc.) the Faculty of Engineering Report Format published online. A clear language is to be used with appropriate font and margins.
- Reports are evaluated in two rounds. After the first round, when necessary, reports are given back to students for revision. The students are expected to submit a revised report in two weeks. If the revised report is found unsatisfactory, the internship has to be repeated (in the same or a different company).
- For those students graduating at the end of the summer school, the deadline for report submission is one month before the grade entry date for the summer school.