<h1 style="color:red; text-align:center">IE Departmental Rules For Internships - IE 300/400
Spring 2019</h1>

(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 Sevinç Dursun 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 Sevinç Dursun 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.