

Industrial Engineering Department Internship Information

May 2019

Important Note

The rules required by the Faculty of Engineering still apply.

The rules/regulations in this presentation are additional requirements specific to the IE department.

Questions

All **Administrative** (regarding social security, sgk, application documents, signatures, etc.) questions should be asked to **Department Secretary** (Nazlı Kısacık Çotur).

All **Academic** (regarding content of the internship) questions should be asked to **Academic advisor**.

Internship requirements

Prerequisites: SEC 201 ve SEC 202

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.)

Internship requirements

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.)

Internship approval

Academic approval form should be signed by the academic advisor.

The approval may take time so please allow at least two weeks before your internship starts.

Evaluation

Internship reports are submitted to the **Department Secretary**.

A soft copy of the report should be uploaded to LMS for Turnitin check.

Internship reports must be in **English**.

Template on the OZU website must be followed (both for **structure** of the report, and the **content** of the report).

Evaluation

- Evaluation of your internship will be based on the following:
 - Internship Report
 - Written and verbal communication
 - Ethics
 - Technical sufficiency

Evaluation of the Report

- Use the OzU template: 1.15-spaced, Arial/Times New Roman font, font size 11 and default margin settings.
- Must contain the following sections:
 - 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
- Reports that do not fulfill these requirements will be returned to the student! (i.e., will lose the chance of revision)

Evaluation of the report

- Reports are evaluated in two rounds.
 - After first round of evaluation, when necessary, reports are given back to students for revision.
 - Students are expected to return revised reports in two weeks.

If revised report is satisfactory → Passing grade.

Unsatisfactory reports

If an internship report is found unsatisfactory after revision, the internship has to be **repeated** (in the same or a different company).

Important Note

- Reports that do not fulfill the initial requirements (OzU internship report structure and sections) will be returned to the student in the first round, **without evaluation!**
- (i.e., effectively will lose the chance of revision)

Evaluation of the report

Reports are evaluated with respect to the following.

1) Report Structure

- 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 page margins.

Evaluation of the report

2) Information on the company and the department.

- The goal is to introduce the type of work and work environment of the completed internship. Statistical or corporate information about the company, unless it is related to the internship, should not be included in the report.

Evaluation of the report

3) Content (*The most important part):

- Details of the IE-related project/problem(s) that you completed or think can be completed during your internship.
- IE-related problems encountered during the internship.
- IE methods/tools/software/algorithms etc. you used to solve this problem.
- The extent to which the courses taken are related to the internship.
- Experience and knowledge gained during this internship.

Important Deadlines

End of Add-Drop period

- Deadline for report submission

Within 4 weeks

- Reports are returned to students for revision

Within two weeks

- Deadline for revised reports.

Important Deadlines

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.

Note

- Always follow emails from Industrial Engineering (ie.se@ozyegin.edu.tr) carefully.