Industrial Engineering Department Internship Information

Fall 2024

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 (Sevinç Dursun sevinc.dursun@ozyegin.edu.tr).

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

Note that the approval may take time. So start the process considerably prior to the beginning of your internship.

Evaluation

A soft copy of the internship report should be uploaded to LMS.

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 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).

Evaluation

- Evaluation of your internship will be based on the following:
  - Report Structure (10%)
  - Report Content* (70%)
  - Written and verbal communication (10%)
  - Ethics (10%)

Evaluation

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.

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 – 200 words
  - Company Description – 200 words
  - Title of the project:
  - a) Problem statement – 200 words
  - b) Tools and Techniques used – 100 words
  - c) Detailed explanation – 1000 words
  - d) Results – 200 words
  - Conclusion – 100 words

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)

Important Deadlines

End of Add-Drop period

– Deadline for report submission

Within about 6-8 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, report submission must be considerably before the «last day of grade entry».

Note

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