

**FACULTY OF ENGINEERING AND NATURAL SCIENCES**

**INDUSTRIAL ENGINEERING DEPARTMENT**

# INTERNSHIP APPLICATION PRINCIPLES



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## 1. INTRODUCTION

Okan University, Faculty of Engineering and Architecture, Industrial Engineering Students complete courses and laboratory studies as well as they practice work on gaining skills in the implementation of the profession to get an engineering degree.

## 2. GENERAL RULES

1. Total duration of the practical work will be done outside the semester is 40 business days. This work is done in two separate periods each of 20 business days. A business day is considered to be 8 hours. Studies in a period longer than the time specified will not shorten the duration of the other internship period.

1. Internships are divided as Internship - I, end of the second year and Internship –II, end of the third year, the department advises make the internships at the summer holidays.

c)Interships have to be done out of the summer School time,

d) Students must comply with the defined rules by the university and disciplinary regulations of the work places during their internship works.

## 3. WORK PLACES AND INTERNSHIP APPLICATION

1. Work places should be public institutions or private institutions. Internships should be done in industrial enterprises engaged in manufacturing and/or establishments engaged in service industry. (Hospitals, Banks, Tourism Businesses etc.)

1. Corporates (which are not identified a certain size) or (corporates only establish for marketing purposes) are not appropriate for an internship and they will not be approved. The choosen internship firms should be associated with the selected business disciplines; project, design, product, or service production, research / development functions or must be at least instead of bringing someone.

1. Work places must be approved by the authority. For this, students present in "internship application form" given the additions to get approval from the workplace (signature, stamp) offers to the department head. The student section with an internship application form approved by the chair of the university's Human Resources Department is directed to perform their insurance operations.

1. c of the approval process must be completed 10 days before the end of spring semester.

## 4. FILLING AND DELIVERY OF INTERNSHIP REPORTS

1. Internship report format and supplementaries together with the training sample evaluation form has been announced in the appendix. Students daily save the accomplishments during the internship period to INTERNSHIP REPORT with using electronic media (will not be accepted internship reports filled with handwriting). Internship completed registration form approved by the responsible practice in the relevant workplace; wet-signed, stamped and sealed in an envelope (envelope signed over) will be delivered to students to submit with the internship record book to industrial engineering department internship commission.

1. Since the beginning of the academic year following documents related to the internship work will be presented accurately to the head of departments within the first 6 weeks. Internship record books with outstanding document are not accepted.

1. Internship file is delivered in exchange for signing a department head in the presentation file. At the same time internship report all CD / DVD recordable media. Attachments can not be saved to file electronically is presented in the paper output.

1. Internship files should content these materials:
	* internship report (summary forms, detailed information pages)
	* training record form with sealed envelope
	* CD / DVD

**Internship Report Contents**

**Internship Program:** Located on the first page of the internship report "internship program" section of the department and dates in the workplace, the intern will be filled approved .Each page should be approved( stamp, wet signature).

**Summary Report:** Following 4 pages in the summary section of the report, is expressed in day to day work done in the keyword table will be approved. Each page should be approved (stamp, wet signature).

**Detailed Information Pages:** In the next section, will be described in detail the work done on a daily basis. Page of this report at least tried to replicate the day and will be filled up. For each keyword which explains a specific work, a detailed report should be written in “Detailed Information Page” Training specified in section 6 of the questions will be examined during the internship and answers to the questions will be written as scopes. Each page should be approved (stamp, wet signature).

## 5. EVALUATION OF THE INTERNSHIP

Head of department evaluates the internship with internship evaluation commission by doing an interview with a student internship next documents. Students whose internship studies accepted by the industrial engineering department list and present to the Engineering and Architectural Faculty Deanship with internship information. Also, those who are not accepted the internship will be also reported to the dean office and the mentioned students.

## 6. THE SCOPE OF THE STUDY

Expectations of the first internship, the students meet the business life actually taking task is to comply with the requirements and disciplines of business life with taking responsibilities at the corporates which produce products or service. The general expectation in the second internship, the student acquainted with the institutional structures, to understand the importance of corporate restructuring and gaining experiences and observations about undertaking the actual task and professional life in such an environment. Accordingly, students are expected to work in an internship must include at least the following answers to the questions given.

## *a) Internship - I*

1. The undermentioned information is given about the company which the internship is done:

i) Company name and company address ii) Company progress and company’s brief history

iii) Number of employees (worker, technician, engineer, administrative staff etc.) iv) Legal structure and legal features of the company

1. Product/manufacture information

1. Manufacture inputs (raw materials, semi-finished products)

1. What is the quantity for the production capacity? Which factors are considered to determine production capacity? What is the quantity for the annual production amount? What is the percentage for the capacity utilization ratio? If the company doesn’t operate in full capacity, the reasons should be discussed.

1. A flowchart should be constructed which demonstrates all the stages including arrival of raw materials to company and all the processes like handling, assembly, storage etc. required to finish the product.

1. The production system and classification of this production system should be explained (determination of the type of the company’s production system).

1. The company’s inventory models should be described.

1. The organization chart should be described and according to this chart, the authorization and responsibility for each department should be determined.

1. Existing computer infrastructure, computer qualifications, areas which computer is used, the software used should be explained (in detail) and printout templates related to software used should be submitted.

1. The problems in computer usage and the plans for the future to solve the computer usage problems should be explained.

1. The cost calculations and the unit cost calculation for a specific product should be explained.
2. The number and the tasks of employees who are industrial engineers should be stated.
3. Overall assessment of the internship should be made, the private cases, problems, deficiencies encountered should be stated and these private cases, problems and deficiencies with the possible reasons should be discussed, the optimizing suggestions if any for these cases, how the company makes use of the student’s knowledge and his/her suggestions, the contribution of this internship to student should be stated.

## *b) Internship - II*

1. The undermentioned information is given about the company which the internship is done:

i) Company name and company address ii) Company progress and company’s brief history

iii) Number of employees (worker, technician, engineer, administrative staff etc.) iv) Legal structure and legal features of the company

1. What are the company’s products? Is the production made for only internal market? If company exports, the statement of both domestic sales amount and abroad sales amount for the last three years (for export, the countries should also be stated) and the statement of the factors that hinder rivalry in external market.

1. What are the company’s raw materials and semi-finished products? Are these supplied by internal way or from abroad? If company imports, statement for each material’s import amount for the last year, the countries for import and the discussion of the reasons for import.

1. The role of the company’s sector in national economy and the relationship between related sectors should be discussed.

1. Discussion of the factors that are considered at the stage of building the facility and the suitability of the location selected for the company with the factors that should be considered in location selection for company.

1. The facility layout plan should be drawn; drawing of flowchart in a subsystem of the facility that manufactures product or provides service including manufacture of product or service providing process by depicting locations of workbenches, material handling systems, locations of work in process inventory etc.

1. Does the company plan to make capital investment or does it have investment proposals for the current years or for the future years? If there are investment plans, what are they and what are the methods used to determine the optimal investment proposal? Does the company use a method that considers the effect of inflation on investments? Explanation of this subject by giving examples from the previous years’ studies.

1. How the production planning and control, capacity planning, inventory planning and control and job scheduling is done in the company? The methods and/or software used for these processes should be explained one by one.

1. What is the type of the production of this company? Product demand, machine hardware, production amount, product types and repetitive tasks should be stated.

1. How is the product or service demand determined? A demand forecasting method used should be explained.

1. Maintenance works should be explained.

1. Work study should be done in a workstation in which the majority of the labor is manual.

1. Do they study standard time? If they do, the calculation of standard time should be explained, the time elapsed in the processes of at least two types products or two types of semi-finished products should be stated. What are the purposes of standard time study?

1. Information flow between departments, the way information received used in decision making processes should be explained. The communication between subsystems should be explained by drawing the information flow charts and diagrams.

1. The productivity management applications should be explained, if any.

1. The calculation of the unit production cost should be explained and product unit cost of a product should be calculated using a method.

1. The quality management policy and the quality management system of the company should be explained.

1. The organization chart of the company should be drawn and according to this chart the authorization and responsibility for each department should be determined and discussed.

1. What is the quantity for the shifts? The number of employees should be stated with respect to their departments and their tasks.

1. The personnel recruitment and in-service training should be explained in details, the tests or approaches in the recruitment policy should be explained.

1. The work evaluation system and salary system should be explained. Is a performance evaluation method used? If it is, how does it contribute to salary system?

1. A subsection of the company should be examined from ergonomic aspect(factors like illumination, ventilation, heating, noise, humidity, work positions when standing, sitting, carrying or uploading, tiredness and tension stem from the production rate, arrangement of work duration and rest duration etc.)

1. Are there any occupational illnesses encountered which arise from long term practice in insanitary environments in the company? The occupational safety practices of the company should be explained.

1. The application of operations research methods should be explained and discussed. A threemonth master production plan should be prepared by using an operations research method for at least one product.

 **MÜHENDİSLİK VE DOĞA BİLİMLERİ FAKÜLTESİ**

*FACULTY OF ENGINEERING AND NATURAL SCIENCES*

1. The student should describe a problem in the company and should solve the problem using an Industrial Engineering method. The contribution of the application of the solution to company should be stated.

1. The overall assessment of the internship should be made. The contribution of this internship to Industrial Engineering education should be stated. Based on the internship experience, the differences between industrial engineering and the other engineering disciplines in production systems from authorization and responsibility aspect.

# APPENDIX

 **Internship Application Form**

**Internship Registration Document Training Report**

|  |
| --- |
|   **Resim** *Photo*   |

## Industrial Engineering Department INTERNSHIP APPLICATION FORM

### Student ID : …………………

**Name and Surname** : ……………………………………..………

|  |  |
| --- | --- |
| **Company Information :**  |  |
| Name-Address:     |  |
| Telephone:  |  | Web:  |
| Fax:  |  | E-mail:  |
| Number of Employees(As Engineers):  |  2-5 6-10 More than 10  |
|
| Area of Activity of The Company:   |  |

**Information Regarding Internship Study:**

Department Name For The Internship:

The Definition of The Study To Be Conducted :

|  |  |  |
| --- | --- | --- |
|   Internship Start Date:  |    Internship End Date:  |    Total Duration (business day)  |
|   |   |   |

It is hereby confirmed that the student identified above is entitled to accomplish his/her internship at the company Authorized Person:

Title,Name-Surname, Signature Stamp Date:

 **APPROVAL APPROVAL OF HEAD OF**

 **SIGNATURE OF THE STUDENT INTERNSHIP HEALTH,CULTURE AND**

 **COMMISSION SPORTS**

|  |  |  |
| --- | --- | --- |
| I affirm that the information supplied is true and kindly request the preparation of the internship documents of the company at which I commit to fulfill my internship.  Date :  |     Date:  | Start of the internship has been recorded at the Social Security Institution   Date:  |

**NOTE**:The original copy of form 2(no photocopy accepted) to be prepared and together with 2 photos and the photocopy of the ID card should be submitted to the person who is in charge of internship process at the department within the defined time interval.

|  |
| --- |
|     **Photo**   |

**Industrial Engineering Department**

**INTERNSHIP COMPLETED REGISTRATION FORM**

### Student ID : …………………

**Name and Surname** : ……………………………………..………

|  |  |  |
| --- | --- | --- |
| **Company Information**  |  |  |
| **Name -Address:**  |  |  |
| **Start Date**  | **End Date**  | **Duration**  |
|  |   |   |

 **The Department At Which The The Studies Duration**

**Student Studied**

|  |  |  |
| --- | --- | --- |
| **Evaluation**  | **Grade(\*)**  | **Explanation**  |
| Remarks about the student’s internship  |   Excellent  |   |
|   Good  |   |
|   I Intermediate  |   |

(\*) Only one grade should be selected.

|  |
| --- |
| Approver(\*\*)  |
| Title, Name-Surname, Signature Stamp Date:      |

**(\*\*)For the attention of company’s authorized official**

1. Total internship duration mustn’t be less than 20(twenty)business days.
2. At the end of the internship, the company’s authorized official must fill and confirm and the internship completed registration form and submit the form to the student in a sealed envlope which is wet signed.



## STAJ RAPORU

*TRAINING REPORT*

**ÖĞRENCİ BİLGİSİ**

*STUDENT INFORMATION*

 **ADI VE SOYADI :** .....................................................................

*NAME AND LASTNAME*

**BÖLÜMÜ :** ........................................................................

*DEPARTMENT*

 **ÖĞRENİM YILI :** .....................................................................

*TRAINING YEAR*

**Staj programı**

|  |
| --- |
|     **Resim** *Picture*   |

*Training Program*

**Staj Konusu**/*Training Topic*: ……………………………..................................

**Adı ve Soyadı :** .....................................................................

### *Name and Lastname*

**Bölümü/Sınıfı :** .....................................................................

Department/ Class

**Fakülte No**/Student No: …………………………….......................................

**YAPILAN PRATİK İŞLER**

*PRACTICAL WORK COMPLETED*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  İş yerininin adı ve adresi *Name and address of the company*  |  Bölüm *Department*  |  İşe başlama tarihi *Starting date*  |  Ayrıldığı tarih*Completion date*  |  Çalışmadığı Günler *Nonworking days*  |  Çalıştığı Günler *Working days*  |
|   |   |   |   |   |   |
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Öğrencinin imzası:

*Signature of trainee*

**Kontrol edenin ünvanı, adı ve soyadı Tarih/***Date :..../...../......* ***Name and title of the supervisor***

### İmza ve kaşe

**Signature and stamp**

 **Hafta No / Week No**: ..............................

................................ Tarihinden ...........................tarihine kadar bir haftalık çalışma From ................................ to ..................................weekly service

|  |  |  |  |
| --- | --- | --- | --- |
| GÜN **DAYS**  | YAPILAN İŞLER **WORK ACCOMPLISHED**  | Detaylı Bilgi / Detailed Info Sayfa No. /*Page No.*  | ÇALIŞILAN SAAT *WORKING HOURS*  |
| Pazartesi **Monday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Salı **Tuesday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Çarşamba **Wednesday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Perşembe **Tuesday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Cuma **Friday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Cumartesi **Saturday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Toplam (*Total*)  |  |  |   |   |

Öğrencinin imzası

*Signature of trainee*

**Kontrol edenin ünvanı, adı ve soyadı Tarih/***Date.../...../......* ***Name and title of the supervisor***

### İmza ve kaşe

**Signature and stamp**

**Hafta No/Week No**: ..............................

................................ Tarihinden ...........................tarihine kadar bir haftalık çalışma

**From ................................ to ..................................weekly service**

|  |  |  |  |
| --- | --- | --- | --- |
| GÜN **DAYS**  | YAPILAN İŞLER **WORK ACCOMPLISHED**  | Detaylı Bilgi / Detailed Info Sayfa No. /*Page No.*  | ÇALIŞILAN SAAT *WORKING HOURS*  |
| Pazartesi **Monday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Salı **Tuesday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Çarşamba **Wednesday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Perşembe **Tuesday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Cuma **Friday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Cumartesi **Saturday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Toplam (*Total*)  |  |  |   |   |

Öğrencinin imzası

*Signature of trainee*

**Kontrol edenin ünvanı, adı ve soyadı Tarih/***Date.../...../......* ***Name and title of the supervisor***

### İmza ve kaşe

**Signature and stamp**

**Hafta No/Week No**: ..............................

................................ Tarihinden ...........................tarihine kadar bir haftalık çalışma

**From ................................ to ..................................weekly service**

|  |  |  |  |
| --- | --- | --- | --- |
| GÜN **DAYS**  | YAPILAN İŞLER **WORK ACCOMPLISHED**  | Detaylı Bilgi / Detailed Info Sayfa No. /*Page No.*  | ÇALIŞILAN SAAT *WORKING HOURS*  |
| Pazartesi **Monday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Salı **Tuesday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Çarşamba **Wednesday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Perşembe **Tuesday**  |   |   |   |   |
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| Cuma **Friday**  |   |   |   |   |
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| Cumartesi **Saturday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Toplam (*Total*)  |  |   |   |

Öğrencinin imzası

*Signature of trainee*

**Kontrol edenin ünvanı, adı ve soyadı Tarih/***Date.../...../......* ***Name and title of the supervisor***

### İmza ve kaşe

**Signature and stamp**

 **Hafta No/Week No** : ..............................

 ................................ Tarihinden ...........................tarihine kadar bir haftalık çalışma

 **From ................................ to ..................................weekly service**

|  |  |  |  |
| --- | --- | --- | --- |
| GÜN **DAYS**  | YAPILAN İŞLER **WORK ACCOMPLISHED**  | Detaylı Bilgi / Detailed Info Sayfa No. /*Page No.*  | ÇALIŞILAN SAAT *WORKING HOURS*  |
| Pazartesi **Monday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Salı **Tuesday**  |   |   |   |   |
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| Çarşamba **Wednesday**  |   |   |   |   |
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| Perşembe **Tuesday**  |   |   |   |   |
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| Cuma **Friday**  |   |   |   |   |
|   |   |   |
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| Cumartesi **Saturday**  |   |   |   |   |
|   |   |   |
|   |   |   |
| Toplam (*Total*)  |  |  |   |   |

Öğrencinin imzası

*Signature of trainee*

**Kontrol edenin ünvanı, adı ve soyadı Tarih/***Date.../...../......* ***Name and title of the supervisor***

### İmza ve kaşe

**Signature and stamp**

[\*\*] Bu sayfadan gerektiği kadar çoğaltınız / *Reproduce this page as much as necessary*.

|  |  |
| --- | --- |
| Kısım *Section*  | Yaprak No *Page Nr.*  |
| Yapılan İş *Work Done*  | Tarih: *Date*  |
| (Buraya sadece bu tarihte yapılan işler “günlük” olarak yazılacaktır. *Only the daily work will be written here, as a “diary”)*  |

**İmza ve kaşe**

**Signature and stamp Tarih/***Date.../...../......*