

Fall 2024
DEPARTMENTAL RULES FOR
IE 300 AND IE 400 SUMMER INTERNSHIP

(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 Sevinc Dursun.

For all **academic questions** (regarding the content of the internship) please contact your academic advisor.

- Pre-requisite courses: SEC201

- 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 on LMS by the end of the add-drop period each semester. Based on the Turnitin similarity percentage, a student might fail the course without getting any revisions.

- 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).

- Evaluation of your internship will be based on the following:

- Report Structure (10%)
- Report Content (70%)
- Written and verbal communication (10%)
- Ethics (10%)

- Report Structure: 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.

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 - 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

- Reports that do not fulfill these requirements will be returned to the student (i.e., will lose the chance of revision.) without evaluation of the content.

- Report Content should include 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.

- For those students graduating at the end of the summer school, report submission should be considerably before the grade entry date for the summer school to allow time for grading.