

## **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 3<sup>rd</sup> 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.