

## INDUSTRIAL ENGINEERING INTERNSHIP INFORMATION

Internship Committee Coordinator: Asst. Prof. Arya Misiç

Internship Committee Member: Industrial Engineering Research Assistants

You can reach Arya Misiç for your questions and Industrial Engineering research assistants ([https://ie.ieu.edu.tr/tr/academic\\_personnel](https://ie.ieu.edu.tr/tr/academic_personnel)) for report submission. You can consult the Career Center for all your questions regarding insurance process and the application process.

### Compulsory Internship:

	DUE DATE	SIGNATURE/ SEAL	UNIT TO BE DELIVERED
INTERNSHIP ACCEPTANCE FORM	15 days before the internship start date	Member of the Internship Committee and the Institution where the Internship was performed	Applications will be made via Oasis. You must upload all required documents here. It is sent through the system for the approval of the internship institution and Internship commission.
INTERNSHIP REPORT	Within 15 days after the end of the internship	Engineer/ Internship Manager at the Institution	Internship Committee Member
INTERN EVALUATION FORM	With Internship Report	Engineer/ Internship Manager at the Institution	Internship Committee Member
INTERNSHIP INSTITUTION EVALUATION FORM	With Internship Report	Student	Internship Committee Member

**Volunteer Internship:** There is no need to submit any reports or documents after the volunteer internship. The application process is the same as the Compulsory Internship.

### SUBMISSION OF INTERNSHIP REPORT

Internship reports written in English and other final forms must be hand-delivered to Industrial Engineering research assistants within 15 days following the end of the internship. Reports sent by mail will not be accepted. Before submitting, you can contact the research assistants and ask for their available day and time.

## **COMPULSORY INTERNSHIP TERM AND CONDITIONS**

- At the earliest at the end of the 3rd grade
- During the summer months or during the semester break of the 4th grade
- 4 weeks without interruption (20 working days) You must determine your internship dates as 20 working days, excluding official holidays.
- It can be done in an institution and department deemed appropriate by the committee in the production or service sector.

## **VOLUNTEER INTERNSHIP TERM AND CONDITIONS**

- It can be done at the end of 1st grade at the earliest.
- It can be done for as long as desired during the summer months or during the semester break.
- It can be done if it is proven with the course program that at least 2 days are free during the semester. Otherwise, it cannot be done during the semester.
- The maximum entry period for a voluntary internship can be 20 weeks at a time.
- It can be done in an institution and department deemed appropriate by the committee in the production or service sector.

## **INFORMATION ABOUT INDUSTRIAL ENGINEERING INTERNSHIP REPORT**

- Read the Internship Guide carefully.
- You can access the Internship Guide here (<http://kariyer.ieu.edu.tr/tr/staj-kilavuzu>).
- All questions in Section V of the Internship Guide must be answered. There are no additional questions.
- It should be prepared in accordance with the content and writing rules specified in Section IV of the Internship Guide.
- The Internship Report should be prepared in ENGLISH.
- Each page of the report should be signed and stamped by the institution authorities. This institution authority should be the engineer who mentored you.
- If you have quoted from other sources, be sure to state this and provide a reference.
- Do not put each page of the internship report in a separate plastic bag.
- Keep the internship site evaluation form separate from the internship report.
- Additional information regarding QUESTION 5:

- It should be explained in length and detail. Explain clearly and concisely what you did during your internship.
- The explanations in this question should be supported with visuals, tables, and source codes that you wrote, to the extent permitted by the institution.
- Answer the question in general. You do not need to provide information day by day or week by week. You can answer in a listing manner.

### **INTERN EVALUATION FORM**

The form must be signed by the engineer who mentored you at the institution. The envelope containing the intern evaluation form **must be sealed, signed and stamped**.

### **INTERNSHIP INSTITUTION EVALUATION FORM**

This form will be filled out by the student. Please fill out this form in detail.

### **FREQUENTLY ASKED QUESTIONS**

#### **1. Does our university find internships for its students?**

Our university students are responsible for finding their own internship locations. If they cannot find one, they can contact the career center.

#### **2. In which institution and department will my internship report be accepted if I do my compulsory internship?**

##### **General criteria:**

1. At least 5 people must work at the internship institution. (Companies with 1-2 people cannot be determined as internship institution.)
2. At least 1 of them must be an Industrial Engineer.
3. If you are not sure, you can consult your department's Internship Commission before going to an interview with an institution.

#### **3. How can I access the forms that I will use during my compulsory internship?**

Click on the Internships menu at <http://kariyer.ieu.edu.tr/tr>. Download the internship guide document, there are forms in it.

#### **4. Is my insurance provided by the university during my internship?**

Yes, for both mandatory and voluntary internships, our University pays Work Accident and Occupational Disease Premiums in accordance with Law No. 5510. In order for our University to pay your insurance premium, you must upload all requested documents to the system.

#### **5. What do I need to do during my internship?**

During your internship, you should observe the general functioning of the institution and the relationship of your department with other departments. In addition, it will be useful for you to read the Questions to be Answered in the Internship Guide before starting your internship and observe the answers to these questions during your internship in order to write your report.

**6. Are official holidays included in the internship period?**

No. Official holidays are not included in the internship period.

**7. Can I go to summer school and do my internship in the same summer?**

It is possible as long as the internship dates and summer school dates do not overlap.

**8. Can I do two internships in the same summer?**

Yes, you can do as many voluntary internships as you want, but you can do a maximum of 1 mandatory internship.

**Can I do an internship in the interim period?**

For those studying in undergraduate programs, 3rd or 4th year students may be allowed to do compulsory or voluntary internships for a minimum of 20 working days between the end date of the fall semester final exams and the start date of spring semester classes.

**9. Can I do an internship during the semester?**

Students who prove that they have at least 2 days free with their course schedule can do their voluntary internships.

**10. Is it possible to do an internship abroad?**

Students can do their compulsory internships abroad without disrupting their normal education program. The relevant Internship Committee evaluates the acceptance documents for the international internship and decides whether or not an internship will be done abroad. However, our University is not obliged to provide insurance for internships to be done abroad.

**11. Is there an additional question for the internship report?**

No, there is no additional question.

**12. Can I use day off for the compulsory internship?**

You must complete the compulsory internship as 20 full working days. If you need to take day off, you must contact the internship coordinator to extend your internship by the day you take day off.