MEF ÜNİVERSİTESİ MÜHENDİSLİK FAKÜLTESİ
ENDÜSTRİ MÜHENDİSLİĞİ BÖLÜMÜ
ÖĞRENCİ STAJ ESASLARI

I. Genel Bilgiler

- Yapılan stajın Endüstri mühendisliği eğitimine katkıda bulunması esastır. Bunun için öğrencilerin ilgili staj rapor içeriğini kontrol etmeli ve buna uygun işyerlerini seçmelidirler. Öğrencilerin staj yeri veya içeriği ile ilgili emin olmadıkları konularda bölüm staj komisyonuna başvurmaları gerekir.
- Bu metinde belirtilmeyen koşullar için Mühendislik Fakültesi Öğrenci staj yönergesi dikkate alınır.

II. Staj Yeri Kriterleri

- Stajlar için bir sektör veya şirket kısıtlaması yoktur. Staj yapılan kurumların orta ve büyük ölçekli işletmeler olması tavsiye edilmektedir.
- Öğrencilerin iki zorunlu stajı da aynı şirkette yapmaları tavsiye edilmemektedir.
- Öğrencilerin kendi aile şirketlerinde staj yapmaları tavsiye edilmemektedir.

III. Staj Konuları

- Öğrencilerin yaptıkları stajı IE200 ders yüküne saydırabilmeleri için staj süresi içinde bir aktivite analizi yapmaları gerekmektedir. Konunun detayları Endüstri Mühendisliği staj rapor kılavuzunda belirtilmektedir.
- Öğrencilerin yaptıkları stajı IE300 ders yüküne saydırabilmeleri için staj süresi içinde bir proje yapmaları gerekmektedir. Konunun detayları Endüstri Mühendisliği staj rapor kılavuzunda belirtilmektedir.

IV. Staj Dosyası İçerik Detayları

- Öğrenci, her staj çalışmasından sonra, stajda yapılan çalışmaları anlatan bir staj raporu hazırlamalıdır.
- Staj raporunun formatı IE200 - IE300 derslerinin internet sayfasında duyurulur.
- Stajın raporunun içeriği aşağıda belirtilmiştir.

Assessment of the internship

The internship will be assessed with a letter grade. Student grades are based on the following data:

- Internship Final Report
- Evaluation by the Company/Institution
- Poster and/or Presentation (If requested by Deparment Internship Committee)

Guidelines for Internship Report

Students are required to hand in an internship report with at least the following content. The page limit for the report is ten pages excluding the cover page, table of contents page, executive summary, references and appendices. The page limits for each section are listed in the following content list. Note that internship report should be written with an industrial engineering perspective.

1. Cover page: Student name, ID number, Title of the project or internship, internship start and finish dates, number of internship days, company/institution name.
2. Executive Summary: one page summary including *expectations* from the internship and the *outcomes* of the internship. This should be written to encourage readers to continue looking at the report text
3. Table of contents
4. Overview of the company and system (maximum three pages)
    a. Overview of the company and sector: Details about the type of the company, its position in the sector, ownership type, date of establishment, location, area (indoors and outdoors), number of employees (blue collar, white collar), number of industrial engineers, products/services, production/service capacity, sales volume, market shares and competitors, suppliers and customers (domestic and/or international),
    b. Organization of the company: Organization Chart, Organizational Analysis (Division of responsibilities, Hierarchies established: mechanic or organic structure), Roles of Industrial Engineers in the organization
    c. Production/service system:
        i. Describe the production/service system by preparing a chart that shows the relations between the major components (marketing, manufacturing, finance, purchasing, sales, etc.)
        ii. Describe the manufacturing system by preparing a chart that shows the relations between the major manufacturing processes. Prepare a process or a flow chart for one of the major product or subassembly. Specify productive and non-productive elements of this process and the elaborate on its performance. (if appropriate)

iii. Discus the production planning, forecasting, inventory and supply chain activities. Describe the material handling, warehousing system used.

5. Activity analysis (only for IE200, maximum five pages)
    a. Analyze an activity that you are interested in and write a free form essay that describes this activity in details. To support your analysis, provide and interpret necessary data to generate relevant performance measure(s). An activity can be a manufacturing process, an operation, information flow, a decision-making process, etc.
6. Project (only for IE300, maximum seven pages)
    a. Analyze the system to detect an area that requires improvement. Define a legitimate industrial engineering and/or operations research problem. Analyze this problem by supporting with relevant data. Develop a model that can be used to solve the problem to optimize the specified performance measure(s). During this process, conduct a literature survey to search for alternative modeling and solution approaches that can be adopted for your problem.
7. Team Work: (maximum one page)
    a. If you have worked in a group in your internship, give names, positions and majors of the people in your group. Describe the contribution of each person and yourself in the group to the work you have described. Specify the tasks you have carried out.
    b. If you have not worked in a group, write a report on what could have been different in your work if you had worked in a group.
8. Conclusion and recommendations: (maximum one page) A summary of the project, and internship's main points, a brief discussion on major conclusions you reach as a result of internship project and experience. Recommendations for future students about how to prepare for and what to expect from internship activities and work culture.
9. References: All the articles, books, Internet sites etc. that are used should be referred in text and these sources should be listed in references. The articles that are not referred in text should not be listed in references.
10. Appendix: All charts and diagrams should be enumerated and each Appendix should be cited in text. The appendices that are not referred in thext should not be listed in the Appendix. Including big charts and diagrams in Appendicies can save your space in the report