

This guide has been prepared in order to provide information about the "Internship Programme" (IE 197, IE 297 and IE 397) that Abdullah Gül University Department of Industrial Engineering students are obliged to carry out and to guide the work to be carried out within this scope.

1. PURPOSE

The purpose of the Internship Programme is to enable the students of the Department of Industrial Engineering undergraduate programme to; (a) learn about the business environment, relationships in the business environment, business culture and business processes by experiencing them first-hand, (b) analyse a production/service organisation from an outside perspective and identify problem areas that they can work on in their courses, project studies and internship programme in the following years, (c) create a University-Industry Cooperation environment to help a production/service organisation solve its problems and/or contribute to strengthening its R&D infrastructure. In addition, to enable organisations; (a) to identify their problems and issues that need to be developed in partnership with the academic world, (b) to contribute to increasing their efficiency and effectiveness with solution proposals and project ideas supported by scientific infrastructure, (c) to ensure that they can benefit from the academic world in a continuous and long-term manner. In addition, it is to enable them to recognise the business areas related to the department they study, to learn the activities in the workplaces, to help them discover their interests, to be ready for business life when they graduate, to apply the knowledge and skills they have acquired through education and training by doing practical work.

2. PROGRAMME CONTENT

All students in the Department of Industrial Engineering at Abdullah Gül University are obliged to work in a production/service organisation for at least 22 weeks during their 4-year education within the scope of the internship programme. The Internship Programme is carried out in 3 different phases at the end of the 1st, 2nd and 3rd year, the details of which are presented below and in the related appendices. The Internship Programme Commission of the Department of Industrial Engineering is responsible for the execution of the programme. In order to be successful in the programme, students must successfully complete all three phases. Although the programme is generally planned to be carried out in the summer term, students who meet the necessary conditions may participate in the programme during the academic year if deemed appropriate by the Internship Programme Commission of the Department of Industrial

Engineering. The Commission decides on the suitability of the production/service organisation where the programme will be carried out.

Stages of Internship Programme:

Internship Programme I (IE 197): It is a programme of at least 6 weeks (30 working days) for students who are transferred from the 1st year to the 2nd year in the undergraduate programme of the Department of Industrial Engineering. Detailed information about the programme can be found in the IE 197 Syllabus attachment on the relevant web page.

Internship Programme II (IE 297): It is a programme of at least 8 weeks (40 working days) for students who are transferred from the 2nd to the 3rd year in the undergraduate programme of the Department of Industrial Engineering. Detailed information about the programme can be found in the annex of IE 297 Syllabus and on the related web page.

Internship Programme III (IE 397): It is a programme of at least 8 weeks (40 working days) for students who are transferred from the 3rd to the 4th year in the undergraduate programme of the Department of Industrial Engineering. Detailed information about the programme can be found in the annex of IE 397 Syllabus and on the related web page.

3. DURATION AND TIME OF THE PROGRAMME

- Students are employed in a production/service organisation for at least 6 or 8 weeks, 5 days a week, depending on the programme they follow.
- The exact start and end dates of the programme are determined in coordination with the relevant production/service organisation.
- The programme cannot be carried out during the education period specified in the academic calendar, during the exam weeks and during the summer school period if the student is taking summer school courses. If it is necessary to carry out the programme during the aforementioned periods, the programme can be carried out at the above-mentioned times with the permission of the Internship Programme Commission of the Department of Industrial Engineering. Exceptions are as follows:
 - A student who has not enrolled in any course during the period of the training (blank enrolment) can also participate in the programme during the training period defined in the academic calendar.
 - If there is a situation such as a collective suspension of production or collective leave arising from the enterprise, a programme being followed may be interrupted. In this case, the programme is continued on the date when the enterprise starts working again. If the enterprise does not start working, the situation is notified to the Commission by the student and the decision is taken according to the decision to be taken.

- If the programme cannot be completed due to a serious health problem of the student during the programme period; the situation is reported to the Commission and the decision to be taken is acted accordingly.

4. PREREQUISITES FOR PARTICIPATION IN THE PROGRAMME

- In order to enroll in the course and participate in the programme, the student must have studied at least 1 semester for IE 197, at least 3 semesters for IE 297 and at least 5 semesters for IE 397 in the Industrial Engineering undergraduate programme.
- The institution or organisation where the programme will be carried out and the time of the programme must be approved by the relevant institution or organisation and the Internship Programme Commission of the Department of Industrial Engineering.
- It is the responsibility of the student to find the organisation where IE 197, IE 297 and IE 397 programmes will be carried out. The suitability of the organisation proposed by the student is decided by the Internship Programme Commission of the Department of Industrial Engineering.
- Insurance for the time the student will spend in the institution or organisation is provided by AGU. It is the student's responsibility to fill in the necessary forms for this.

5. REQUIREMENTS FOR SUCCESSFUL COMPLETION OF THE PROGRAMME:

- During the programme, the student is employed in a production or service sector organisation for at least 6 weeks for IE 197 course and at least 8 weeks for IE 297 and IE 397 courses, 5 days a week.
- During the programme, the student is assigned to a unit to be determined together with the institution or organisation where the programme is carried out.
- Public holidays other than weekend holidays between the start and end of the programme are substituted by extending the duration of the programme sufficiently if necessary, and this is documented with the approval of the institution.
- Each student is assigned a corporate coach by the organisation and an academic advisor by the Industrial Engineering Department Internship Programme Commission.
- Students who have completed the course obligation can also participate in the programme during the academic year.
- If the student needs to take a leave of absence during the execution of the programme, the relevant permission is obtained in writing from the institutional coach and academic advisor.

- At the end of the programme, the student prepares a report in accordance with the format determined by the Internship Programme Commission.

6. ROLES and RESPONSIBILITIES

6.1. Roles and Responsibilities of the Internship Programme Committee of the Department of Industrial Engineering

- Each student is assigned to a unit to be determined together with the relevant organisation.
- Each student is assigned a coach from the relevant organisation and an advisor from AGU Department of Industrial Engineering.
- It decides whether the institution or organisation where the student will work during the programme and the time the programme will be carried out are appropriate.
- Evaluates the students participating in the programme.
- Carries out the necessary coordination and work to ensure that students are insured during the programme.

6.2. Roles and Responsibilities of the Institutional Coach and Academic Advisor

- The programme to be applied to the students is determined jointly by the organisation authorities, coaches and counsellors.
- It is expected that opportunities will be created for students to meet with staff at all levels in a variety of settings (tea time, meetings, social activities, etc.).
- Students may be temporarily assigned to different levels of employees (including blue collar) in the units to which they are assigned in order to learn business processes, the mindset of employees, business culture, etc.
- In order for the students to get to know the units other than the unit they are assigned to, it is ensured that they spend 2-3 days in other units during the programme.
- The problem areas and/or project ideas identified by the students during the programme are given to the students as project or thesis topics in the courses and internship programmes in the following years.

6.3. Roles and Responsibilities of the Student

- The student tries to get to know, understand, learn and analyse the units to which he/she is assigned in the best possible way in every aspect.

- The student prepares a report in accordance with the format determined by the Commission within 2 weeks following the completion of the programme and submits the report to AGU Department of Industrial Engineering.
- Following the completion of the programme, the student makes a presentation on a date to be determined by the school and the organisation, including at least the points in the report.
- The student must comply with all the rules regarding discipline and safety in the institution where the programme is implemented.
- The student is required to see himself/herself as a professional employee and act as such in the institution or organisation where he/she works during the programme.
- An internship report is prepared throughout the programme. The internship report is written in accordance with the rules described in the following section.

7. INTERNSHIP PROCESS AND PROCEDURES

- In 2008, with the legal amendments made in 2008, it is obligatory for each student to be insured for the duration of his/her internship in an organisation. The official procedures required for insurance will be carried out by Abdullah Gül University. In order for the procedures to be carried out, each student must fill out the "Internship Application Form" and submit it together with the other necessary documents to the Department of Industrial Engineering Internship Programme Commission within the announced date range. The relevant form is available on the department web page.
- The report, all kinds of work and the evaluation form, if given to the student in a sealed envelope, are submitted to the Internship Programme Commission on Monday of the third week of the following semester. Works submitted after this date are not accepted and the student's internship is considered unsuccessful. The evaluation form can also be sent to the Department of Industrial Engineering by post, cargo or fax by the institution or organisation. The evaluation form must be signed and stamped by an official of the institution or organisation. Otherwise, the document is considered invalid.

8. EVALUATION

a)

b) The submitted forms and reports are examined by the department lecturers assigned by the Internship Programme Commission. At the end of the evaluation, the student's internship is announced as Successful, Correction or Unsuccessful. Students whose internship is unsuccessful or who have deficiencies to be corrected can learn the reasons for failure by applying to the Commission on the date announced by the Commission. A student who receives a correction is re-evaluated if he/she completes his/her deficiencies by the requested date.

c) Students who are deemed unsuccessful must repeat the same programme in a different institution or organisation.

d) Following the student's completion of the programme, an evaluation meeting is held with the participation of representatives of the department, institution or organisation and the student. At this meeting, the student makes a final presentation including his/her report, the experiences he/she has gained and his/her evaluation of the programme.

e) A work deemed very successful by the Internship Programme Commission may be requested to be presented in the department by the relevant student in order to ensure that other students can benefit from it.

f) The evaluation method of the internship programme is as follows:

- Final report 40%
- Final presentation 40%
- Evaluation questionnaire of the workplace coach 20%

g) The following scoring keys are taken as basis in the evaluation of the internship report and presentation.

| | Excellent (90 - 100 per cent) | Satisfactory (70 - 90 per cent) | Poor (50 - 70 per cent) | Unacceptable (0) |
|--------------------|---|--|---|---|
| Language Use (20%) | The report was written in a proper academic language. The text does not contain grammar or spelling mistakes. Excellent organisation enhances understandability. Followed the template standards. | The report was written in a proper academic language. The text rarely contains grammar or spelling mistakes. Minor errors of tables and figures. | The report is not written in a proper English. The text contains frequent grammar or spelling mistakes. | The report is not written in a proper English. The text contains frequent grammar or spelling mistakes. The report is not organised at all. |

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| Introduction (10%) | A clear overview was provided regarding the company/ institution and the system. Excellent organisation enhances understandability. | A clear overview was provided regarding the company/ institution and the system. | The system is not presented sufficiently for reader to understand in general. | The general overview was provided poorly. Failed to deliver a brief introduction. |
| Problem Definition (15%) | The problem is well defined in its entirety. | The problem definition is good enough. There is room for improvement. | Symptoms are stated without framing the actual problem. | Failed to deliver the overview of the problem. |
| Literature Review (10%) | Sufficient review of the relevant literature is provided. Excellent organisation enhances understandability. | Sufficient review of the relevant literature is provided. There is room for improvement. | The literature review is irrelevant with the defined problem. | The literature review does not exist or a list of relevant/ irrelevant papers. |
| Methodology (35%) | In-depth explanations and justifications are provided on design constraints, alternatives, and assumptions used. The proposed methodology is suitable to the defined problem. Possible legal outcomes and the impacts on health, environment, and safety are considered. | Demonstrates adequate level of design criteria and relevant sample calculations. The proposed methodology is suitable to the defined problem. | Fails to provide an appropriate design methodology. The proposed model works despite its limitations. | Fails to provide an appropriate design methodology . The proposed model doesn't work. |
| Discussion (10%) | The report has been discussed end-to-end with respect to study results and future directions. The impact on the stakeholders was analysed properly. | The report has been discussed end-to-end. The impact on the stakeholders was analysed. | The discussion is only a brief review of the report. The results are not discussed at its entirety. | The discussion is only a summary or does not exist. |

Important notice on the format

Every report submitted must follow AGU IE Internship Report Template standards. (Available on the department web page.) Any report fails to satisfy the template standards or graded as "Unacceptable" in any of the categories will not be accepted. You will be notified to resubmit the report with a penalty.

| | Excellent (90 - 100 per cent) | Satisfactory (70 - 90 per cent) | Poor (50 - 70 per cent) | Unacceptable (0) |
|-------------------------------|--|--|---|---|
| Delivery (20%) | The presenter speaks clearly, easy to be heard, maintains an appropriate speech rate, confident about the presentation content. | The presenter speaks clearly, easy to be heard, maintains an appropriate speech rate. However, needs more practice to gain confidence about the content. | The presenter speaks clearly, easy to be heard, but reads from a text or slide. | The presenter fails to deliver the presentation in terms of speaking quality and content. |
| Organisation and Timing (20%) | The presentation follows a well-developed path to enhance the understanding of the audience. Enough information is given, and the content is free from irrelevant or filler information. The presentation fits the given time. | The presentation follows a well-developed path to enhance the understanding of the audience. Enough information is given and free from irrelevant or filler information. Timing needs improvement. | The presentation path does not enhance the delivery. The content includes irrelevant information and filler material. | The presentation is not organised or exceeds the time limit too far. |

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| Visuals (20%) | The visuals are effective in enhancing the message delivery, easily readable, and free from formatting errors. | The visuals are effective in enhancing the message and easily readable. There is room for improvement. | The visuals do not improve the delivery of the content or are irrelevant. | The presentation contains only text. |
| Content (40%) | The presentation includes a well-developed problem definition and a solution approach to that. The results and impacts of the project are discussed in its entirety. | The presentation includes a well-developed problem definition and a solution approach to that. The discussion of the impacts of the project needs improvement. | The problem definition needs improvement. The solution approach has limitations. | The problem is ill-defined or does not exist. The solution method is irrelevant to the problem. |