

IE 300 SUMMER PRACTICE

2022-2023

Introductory Session

Summer Practice Committee

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Contact Info

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 - ▣ (includes all committee members)

Prerequisites for IE 300

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- IE 102 +
- IE 251, IE 265, IE 241, OHS 101 (fall semester courses) +
- One out of {IE 266, IE252} (spring semester courses).
- If any one of these prerequisite courses is not completed with a grade \geq DD, IE300 summer practice cannot be conducted.

IE 300

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- IE 300 is a must course which is non-credit. Your grade should be S (satisfactory) for graduation.
- It is integral and complementary to the IE curriculum.
- You gain your first experience of your professional life to come.
- For the first time
 - ▣ you get to know a company with all her aspects
 - ▣ you get involved in the decision problems of a company
 - ▣ you get the chance of observing:
 - whole supply chain the company belongs to
 - manufacturing processes; sustainability concerns of the company
 - cost accounting issues
 - use of operations research methods
 - use of statistical analysis and how they make use of big data
 - team work, IEs roles and jobs

IE 300 – when to conduct

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- You will conduct IE 300 summer practice in Summer 2023
 - ▣ Available time interval (~3 months):
 - [July 3 – September 23]
- If you attend the summer school for some courses, your summer practice period should not overlap with the summer school.
- Minimum practice is 20 workdays (4 weeks)
- You can conduct IE 300 during semester break in winter as well, if 20 workdays are available in the break.

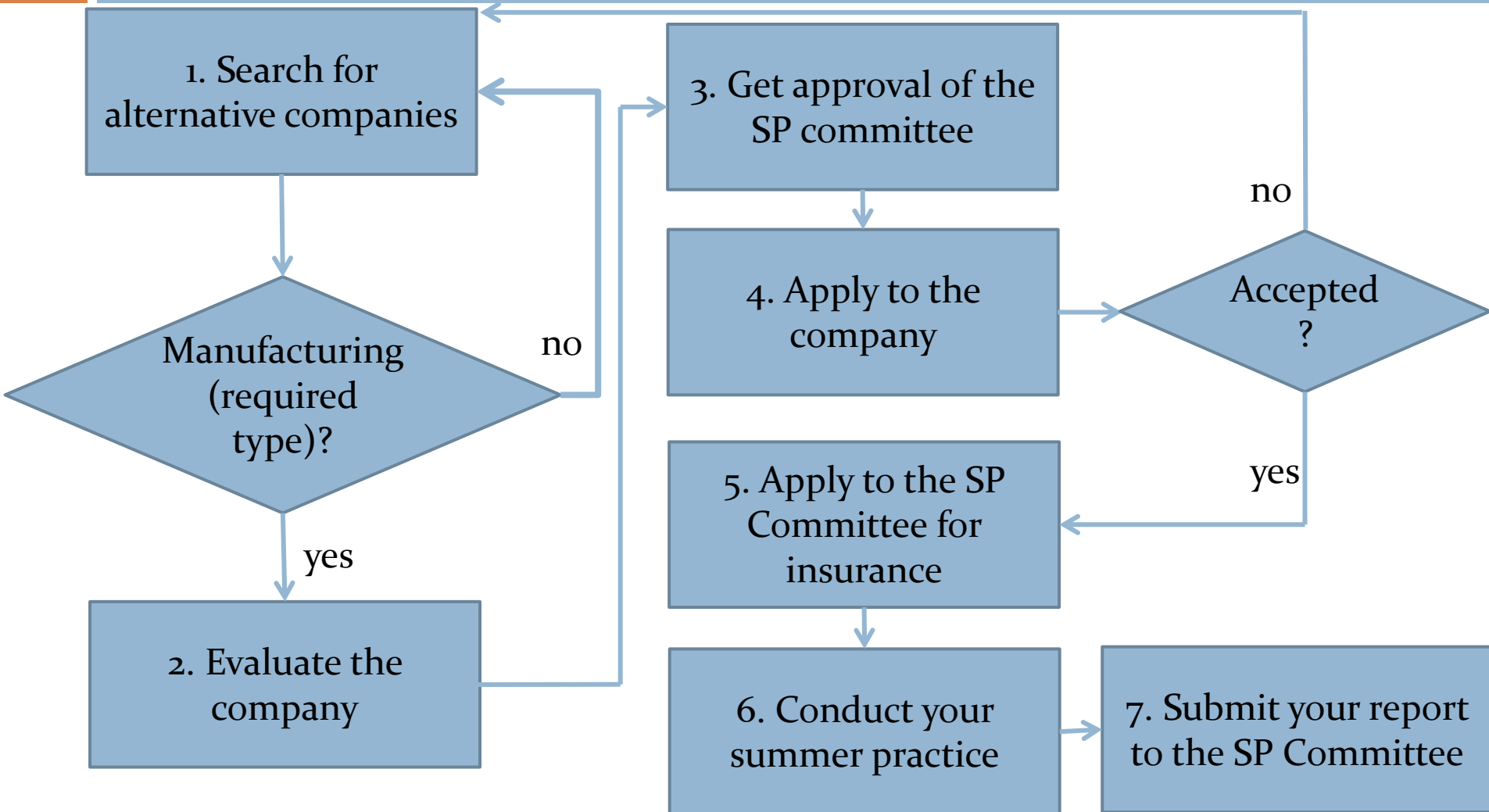
Registration for IE 300

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- After the summer practice is completed, you must register for IE 300 in the immediate academic term (Fall 2023-2024).
- Summer practice reports are due within the first 4-5 weeks of the registered academic term (Fall 2023-2024)
 - ▣ Due date: Oct. 30, 2023.

Steps to follow in IE 300:

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Steps to follow in IE 300:

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1. Search for alternative companies (**start as soon as possible**)

□ Manufacturing firms:

- Automotive
- Machine parts
- Electronics
- Furniture
- Textiles
- Consumer durables (refrigerator, washing machine,..)
- ...
- Batch process industries are also accepted:
 - Steel
 - Paper mills
 - Pharmaceutical
 - Food and beverages
 -

Steps to follow in IE 300:

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1. Search for alternative companies

- Manufacturing firms:
 - No “continuous process” industries
 - Cement, concrete
 - Sugar
 - Flour mill
- No “service industries”
 - Hospitals
 - Hotels
 - Banking
 - Research organizations
 - Transportation, cargo carriers
 - ...

Steps to follow in IE 300:

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1. Search for alternative companies

- The department will also list some of the firms that you can apply for summer practice.
- It is your responsibility to check regularly the updates from the SP web site under > SP Opportunities.
- For these SP opportunities:
 - We will announce them as we get them from the companies. We follow either of the ways (based on the conditions of the company):
 - Either we assign you or
 - You contact these firms by yourself and make the arrangement by yourself.

Steps to follow in IE 300:

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1. Search for alternative companies

- Your summer practice is to be conducted totally in the factory (face-to-face).
- We do not allow for a summer practice totally «online» or «hybrid» type.

Steps to follow in IE 300:

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2. Evaluate the company

- Check the IE 300 Manual from <https://sp.ie.metu.edu.tr> (under the «Forms» tab)
 - ▣ Check whether you can answer the questions without much difficulty.
- Also check the company under consideration in terms of:
 - ▣ Number of employees? How many engineers, IE's?
 - ▣ Production capacity?
 - ▣ Information system? ERP or..?
- Discuss with us if you are not sure or do not feel comfortable about the appropriateness of the candidate company for IE 300.

Steps to follow in IE 300:

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3. Get approval of the SP committee

- You should get the approval of the SP Committee for the company you want to apply as follows:
 - ▣ Login with your id and password at <http://sp.ie.metu.edu.tr>
 - ▣ Download the form «SP Application Form (Staj Başvuru Belgesi)» (docx version) under «Forms» tab where all necessary forms for summer practice are available.
 - ▣ You can apply to more than one company; notice that, for each company you want to apply, you should fill out this letter.
 - ▣ Fill it out appropriately, and get it signed by us via e-mail and then take the approved (signed) letter from us via e-mail to deliver to the company you want to apply.

Steps to follow in IE 300:

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4. Apply to the company and wait for their accept/reject decision.

- You deliver the signed form «SP Application Form (Staj Başvuru Belgesi)» to the company, and other documents they require from you like CV, etc.

Steps to follow in IE 300:

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5. Apply for insurance

- When you are accepted for SP by the company and your decision with your SP company is certain, then you apply to the SP Committee via sending the insurance-info Excel form to ie-staj@metu.edu.tr to be insured during your SP term in the company.
- The compulsory insurance : iş kazası ve meslek hastalığı sigortası (due to the following law):
 - Law # 5510: Sosyal Sigortalar ve Genel Sağlık Sigortası Kanunu

Steps to follow in IE 300:

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5. Apply for insurance

- METU provides insuring of all SP students upon application.
 - ▣ For compulsory summer practices, insurance is made for a period of [20 workdays - 3 months].
 - ▣ For voluntary summer practices, insurance is made for a period of one month at most for only one organization.
 - ▣ Insurance is made for the summer practices abroad as well.
- The company can also insure you for the summer practice term, then you are not insured by the university, so you do not apply to us to get insured.

Steps to follow in IE 300:

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5. Apply for insurance

- In applying to the department for insurance:
 - Step 1. Print out and sign the appropriate «BEYAN VE TAAHHÜTNAME» form under the tab Forms > Insurance.
 - «Insurance form for students with family health-insurance» or
 - «Insurance form for students without family health-insurance»
 - Step 2. Fill out the Excel form available under the tab Forms > Insurance
 - «summer-practice-insurance-info»
 - Send the Excel form (Step 2) and the other form (Step 1) together to ie-staj@metu.edu.tr before you start your summer practice (latest sending: 2 days before you start)
 - Step 3. Get a printed copy of your document «Sigortalı İşe Başlama Belgesi» from e-devlet during the week just before your summer practice starts (not earlier)

Steps to follow in IE 300:

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6. Conduct your summer practice

- ❑ Download a copy of the «Evaluation Form» and «Employer Survey Form» under the tab Forms; they are together in two pages («Başarı Belgesi» and «İşveren Anketi»)
- ❑ Attach a recent photograph of yours to the first page.
- ❑ The company should fill out these forms at the end of your summer practice and then they themselves should e-mail to ie-staj@metu.edu.tr.

Steps to follow in IE 300:

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7. Submit your report

- You are required to submit (upload @odtuclass) your summer practice report and the questionnaire at the beginning of the following semester till the announced due date, Oct. 30, 2023.
- The report is written based on the IE 300 manual.
- You should answer all of the questions in the manual.
 - In some questions (e.g. accounting, finance), you should provide information about the method used at least, if you are not provided with sufficient data.
 - For each question, you should provide sufficient explanation and analysis; giving a figure/table only is not accepted.

Steps to follow in IE 300:

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7. Submit your report (cont'd)

- ▣ Before answering a question, you should read the explanation in the question, and answer accordingly based on the explanation (e.g. Types of layout).
- ▣ You can start writing your report during the practice.
- ▣ You can use «google grammarly» to correct the report before you submit it.
- ▣ You submit the soft copy of your report (pdf file: docx converted to pdf) at odtuclass IE 300 – turnitin assignment, for it to be checked for plagiarism (intihal).
- ▣ For the questionnaire: you will be using METU Survey upon the information you will get from the SP Committee at the beginning of the semester.

your questions and comments to:

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- ie-staj@metu.edu.tr
- First check the sp web page.