

IE 400 SUMMER PRACTICE

2022-2023

Introductory Session

Summer Practice Committee

2

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Contact Info

3

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 - ▣ (includes all committee members)

Prerequisites for IE 400

4

- IE 300 +
- IE 252, IE 323, IE 333 +
- Any two courses from the set:
 {IE 304, IE 324, IE 372, IE 368}.
- If any one of the prerequisite courses is not completed with a grade \geq DD, IE400 cannot be conducted.
- If IE300 and IE400 are conducted together this summer, IE300 should precede IE400.

IE 400 – when to conduct

5

- You will conduct IE 400 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 400 during semester break in winter as well, if 20 workdays are available in the break.
- You can conduct both IE 300 and IE 400 in succession in Summer 2023.

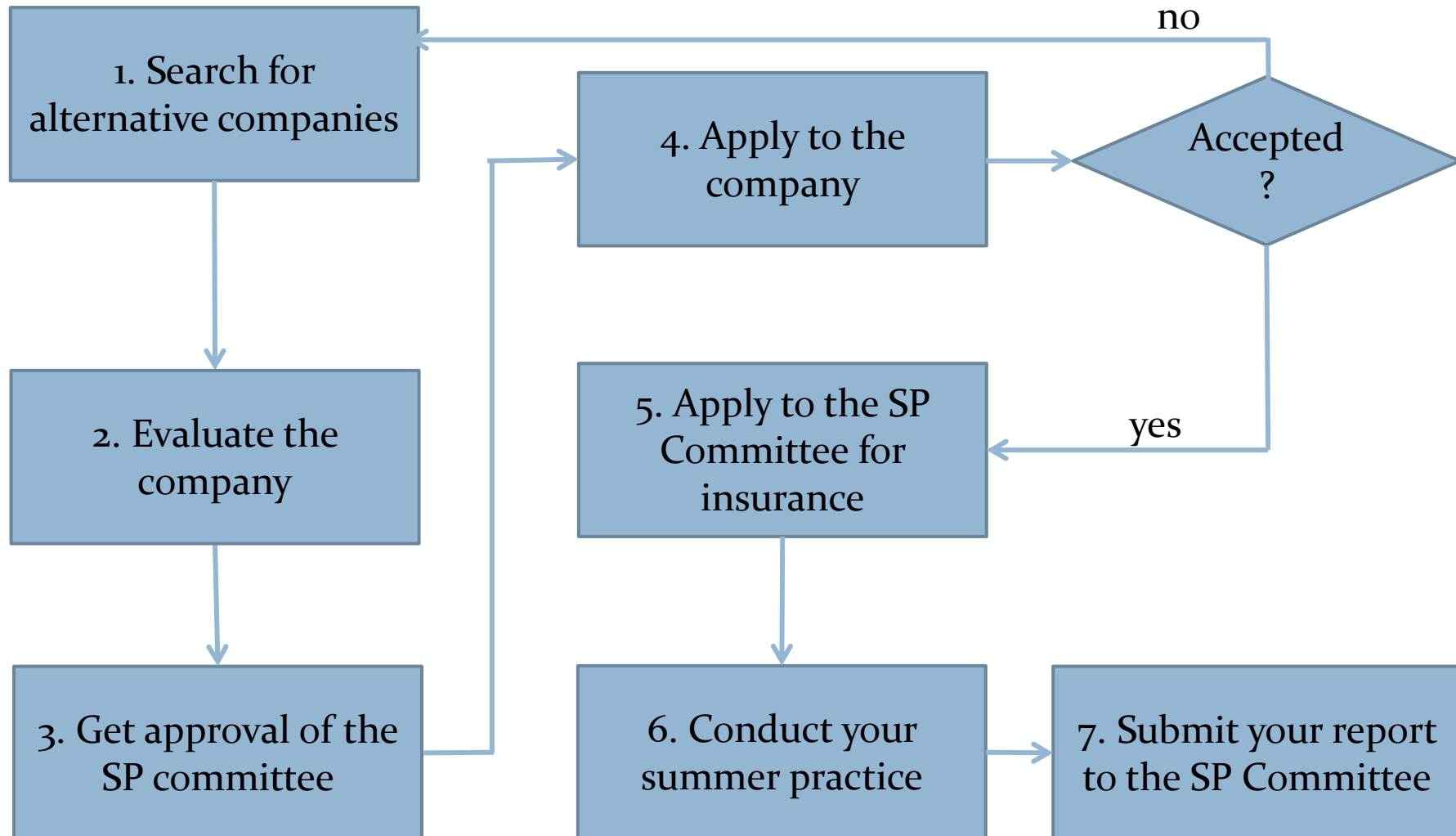
Registration for IE 400

6

- ❑ After the summer practice is completed, you must register for IE 400 in the immediate following 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 400:

7



Steps to follow in IE 400:

8

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 400:

9

1. Search for alternative companies

- ▣ Continuous process industries
 - Cement, concrete
 - Sugar
 - Flour mill
 - ...
- ▣ Service industries
 - ▣ Hospitals
 - ▣ Hotels
 - ▣ Banking
 - ▣ Research organizations (ODTÜ Teknokent,..)
 - ▣ Transportation, cargo carriers
 - ▣ Public institutions
 - ▣ Non-governmental organizations (NGOs)
 - ▣ ...

Steps to follow in IE 400:

10

1. Search for alternative companies

- The department will also list some of the firms that you can apply to 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 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 400:

11

1. **Search for alternative companies** (cont'd)

- This summer practice term is to be conducted as follows:
 - ▣ → manufacturing company: your summer practice is to be totally in the company (plant) «face-to-face»
 - ▣ → service company: your summer practice can be either «face-to-face» or «hybrid» type (face-to-face + online).

Steps to follow in IE 400:

12

2. Evaluate the company

- Check the IE 400 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 400.

Steps to follow in IE 400:

13

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 separately.
- ▣ 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 400:

14

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 400:

15

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 400:

16

5. Apply for insurance (cont'd)

- 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 for only one organization.
 - ▣ Insurance is made for the summer practices abroad as well.

Steps to follow in IE 400:

17

5. Apply for insurance (cont'd)

- 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 your summer practice)
 - 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)
- 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 400:

18

6. Conduct your summer practice

- Individual:
 - ▣ At least 20 workdays
- Group of two students:
 - ▣ At least 20 workdays
 - ▣ Each writes his/her own report
 - ▣ Project/problem should be much more involved
 - ▣ Notify the SP committee in the first week of practice
- Project-based:
 - ▣ At least 6 weeks
 - ▣ Two-page proposal in the first week to be approved by the SP Committee
 - ▣ Content and Format is different (see the manual)

Steps to follow in IE 400:

19

6. Conduct your summer practice (cont'd)

- ❑ 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 400:

20

6. Conduct your summer practice (cont'd)

- ❑ You are required to search for a «Systems Design project» during your summer practice.
- ❑ Summer practice is a good opportunity to find SD projects.
- ❑ Make your practice effective by looking for interesting problems; ask the engineers about potential challenging problems for the SD project.
- ❑ Once you identify an interesting and challenging problem, check that with the SD committee (not with the SP committee).

Steps to follow in IE 400:

21

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.
- The report is written based on the IE 400 manuals.
 - ▣ IE 400 manuals are of two types: manufacturing manual and service 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 400:

22

7. **Submit your report** (cont'd)

- The report consists of two sections: «Questions» and «Problem/Project» sections that are graded separately, and grade S is required in both parts to pass IE 400.
- You submit the soft copy of your report (pdf file) at odtuclass IE 400 – 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:

23

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