

İSTANBUL BİLGİ UNIVERSITY
INDUSTRIAL ENGINEERING – INTERNSHIP GUIDELINES

- There are two compulsory internships which students of industrial engineering department should complete. These are IE 200 **production internship** and IE 300 **management internship**.
- **IE 200** is the prerequisite for **IE 300**. In other words, production internship must be completed before management internship.
- **IE 200** and **IE 300** are 1 ECTS courses. Students must enroll to the related course during registration period, just in the following academic term.
- Internships can be done in summer or in winter break only if there are 20 consecutive working days. Two internships cannot be held in the same summer term.
- It is recommended that IE 200 production internship to be carried out prior to ‘IE 321 - Production Planning and Control’ course, but there is no technical obstacle to complete it before.
- In IE 200 production internship, it is aimed to see the manufacturing process, starting from the raw material until the final product, preferably in a manufacturing company. Production, production planning and all related departments are suitable in manufacturing companies.
- If the company which the internship will be done is larger than the SME scale, companies that employ industrial engineers are preferred.
- Companies can make the internship advertisements on different dates, but generally February-March are the best periods to apply for an intern position.
- IE 300 management internship must be held in a different department than the IE 200 internship department. Departments such as finance, human resources, R & D, quality control, supply chain, marketing and sales are examples where management internship can be completed.
- It is not a problem for the internship calendar to overlap with the resit exams. In such cases, the student may take a few hours to take the resit and return to the company within the day. If the company works on Saturdays or if there is any other appropriate time to be compensated after the internship, the days of the resit exam may be compensated.
- Current documents related to the internship can be accessed from the following link (Bilgi University web page -> Academic -> Faculty of Engineering and Natural Sciences -> Forms and Documents):

https://www.bilgi.edu.tr/media/uploads/2018/02/23/engineering_instructions-for-internship-may17.pdf

- The internship guide in the above link must be read by every student before the internship.
- For the potential students who will complete their internships, a general information meeting on internships is usually held in March-April. Students are notified by e-mail and their participation is expected.
- Internship applications can be made directly from the companies' websites, career sites and through the career center of the university (Bilgi Talent).

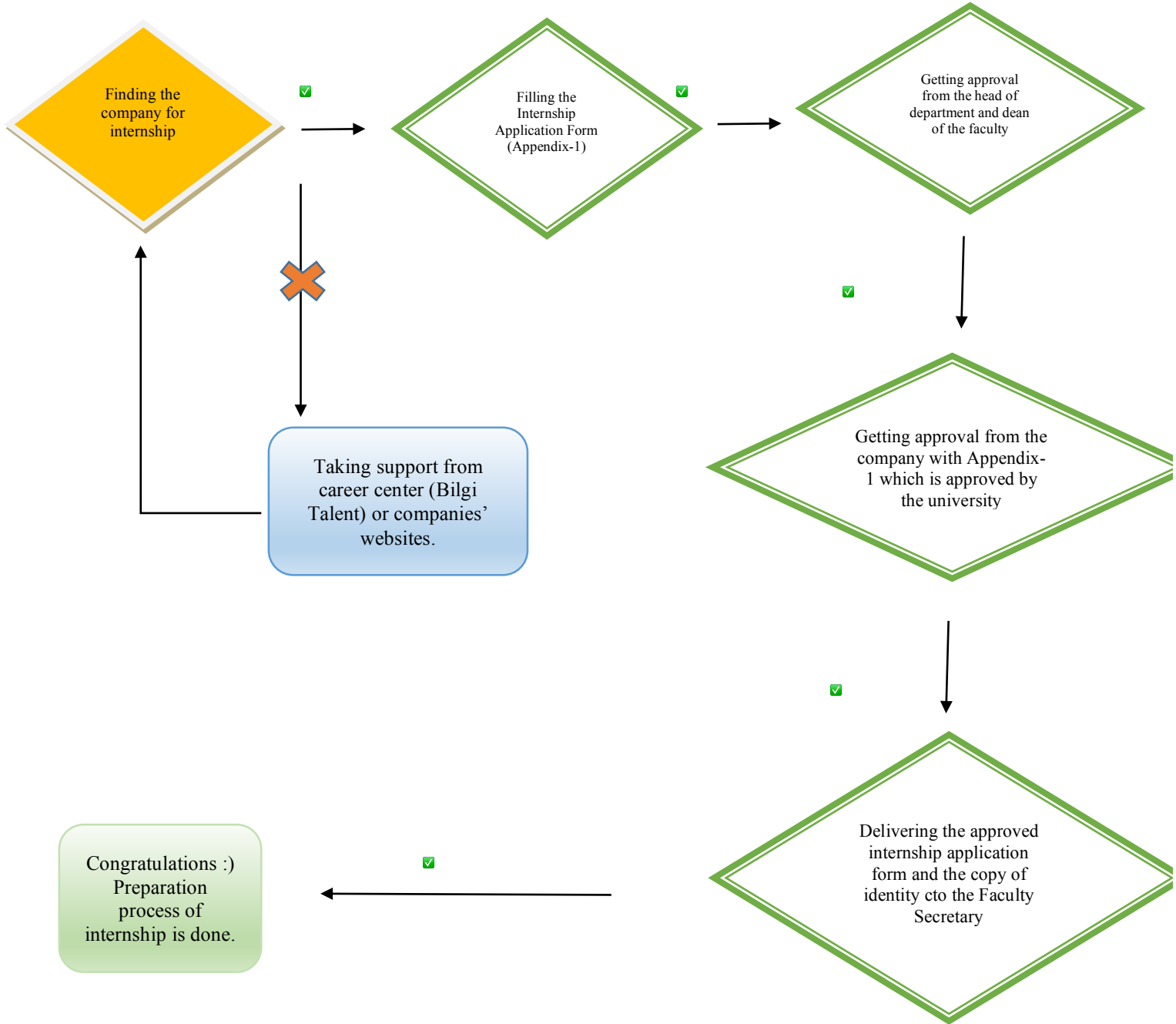
- Graduation projects take place in the last two semesters in the last year. Students are expected to solve the problems of real companies in their graduation projects by using industrial engineering methods. For this reason, it is useful to consider the companies, where the internship takes place, as a potential company to work during graduation project and even for long-term internships.
- There are 4 documents to be submitted after the internship:
 - Internship diary (Appendix-2 in ‘Instructions for Internship Applicants’)
 - Internship report (Appendix-3 in ‘Instructions for Internship Applicants’)
 - Internship Evaluation Form (Appendix-4 in ‘Instructions for Internship Applicants’)
 - Internship Place Evaluation Form (Appendix-5 in ‘Instructions for Internship Applicants’)

Each attachment should be placed in a separate transparent file and delivered with a single blue stringed file to the faculty secretary **by the last day of add / drop period.**

- Internship diary can be written in Turkish or English.
- Internship report must be written in English.
- The report must be written in Times New Roman, 12 font, 1.5 line spacing and justified.
- Based on all the conditions in the internship guide of the Faculty of Engineering and Natural Sciences, there are some specific applications to the department in Industrial Engineering.
- Internship students are also obliged to prepare a presentation consisting of 10 slides.
- The evaluation of internships is as follows:
 - **Internship Report: 75 points**
 1. **Question** (information about the company): **5 points**
 2. **Question** (hardware, software): **10 points**
 3. **Question** (assigned tasks, projects involved, teams): **20 points**
 4. **Question** (special situations encountered during the internship, problems, suggested solutions): **25 points**
 5. **Question** (acquired professional skills, achievements): **10 points**
 6. **Question** (general evaluation of internship): **5 points**
 - **Internship Presentation: 25 points**
 - Describing the work done during internship explicitly, writing no long paragraphs and sentences in the presentation, the quality of visuals and graphics are important points in the presentation.
- In order the internship to be evaluated as successful, you must get **at least 60 points** from the above mentioned evaluation criteria.
- Internship reports must be at least 5 pages long (excluding cover page and appendices). The answer to each question should be below the relevant question.
- The pictures, graphics, tables, etc. used in the internship report should be cited in the text and their numbering and naming should be done properly.
- After the internship report has been submitted to the faculty secretary as hardcopy, it must be submitted as softcopy to Learn.
- Internship presentations must be uploaded to Learn on the specified dates based on the internship coordinator's e-mail.

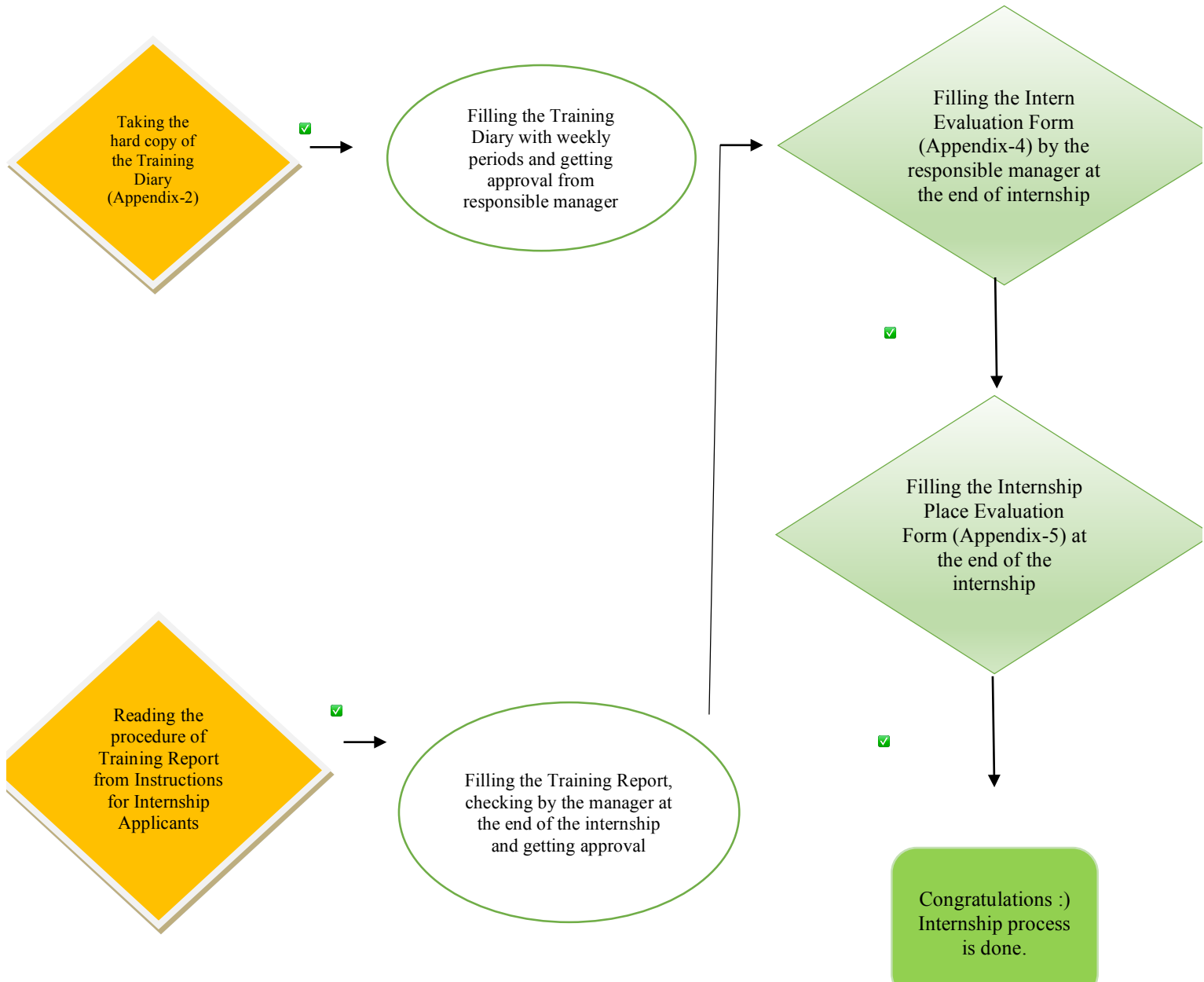
- Internship presentations are held as one or more than one session by the internship coordinator and the presentation date is announced by e-mail. Although everyone is responsible for preparing and uploading an internship presentation, an oral presentation is made by only randomly selected students on a sectoral basis. All students must attend the internship presentations.
- During compulsory internships, $20 + 20 = 40$ working days, insurance is covered by the university. In addition to this period, voluntary internships are under insurance by the university.
- Whether it is a compulsory or voluntary internship, insurance form must be filled in from the following link to start insurance related procedure:
staj.bilgi.edu.tr
- In order to complete your insurance transactions and other processes, necessary documents must be submitted to the relevant units at least 10 days before the start of the internship.
- Pre-internship processes, what to do during the internship and the process after the internship are summarized in the flow charts below.

BEFORE THE INTERNSHIP



Instructions for Internship Applicants: <https://www.bilgi.edu.tr/media/uploads/2018/02/23/mdbf-staj-k-lavuzu-3may17.pdf>
(Appendix 1) <https://www.bilgi.edu.tr/media/uploads/2018/02/23/mdbf-staj-k-lavuzu-3may17.pdf>

DURING THE INTERNSHIP

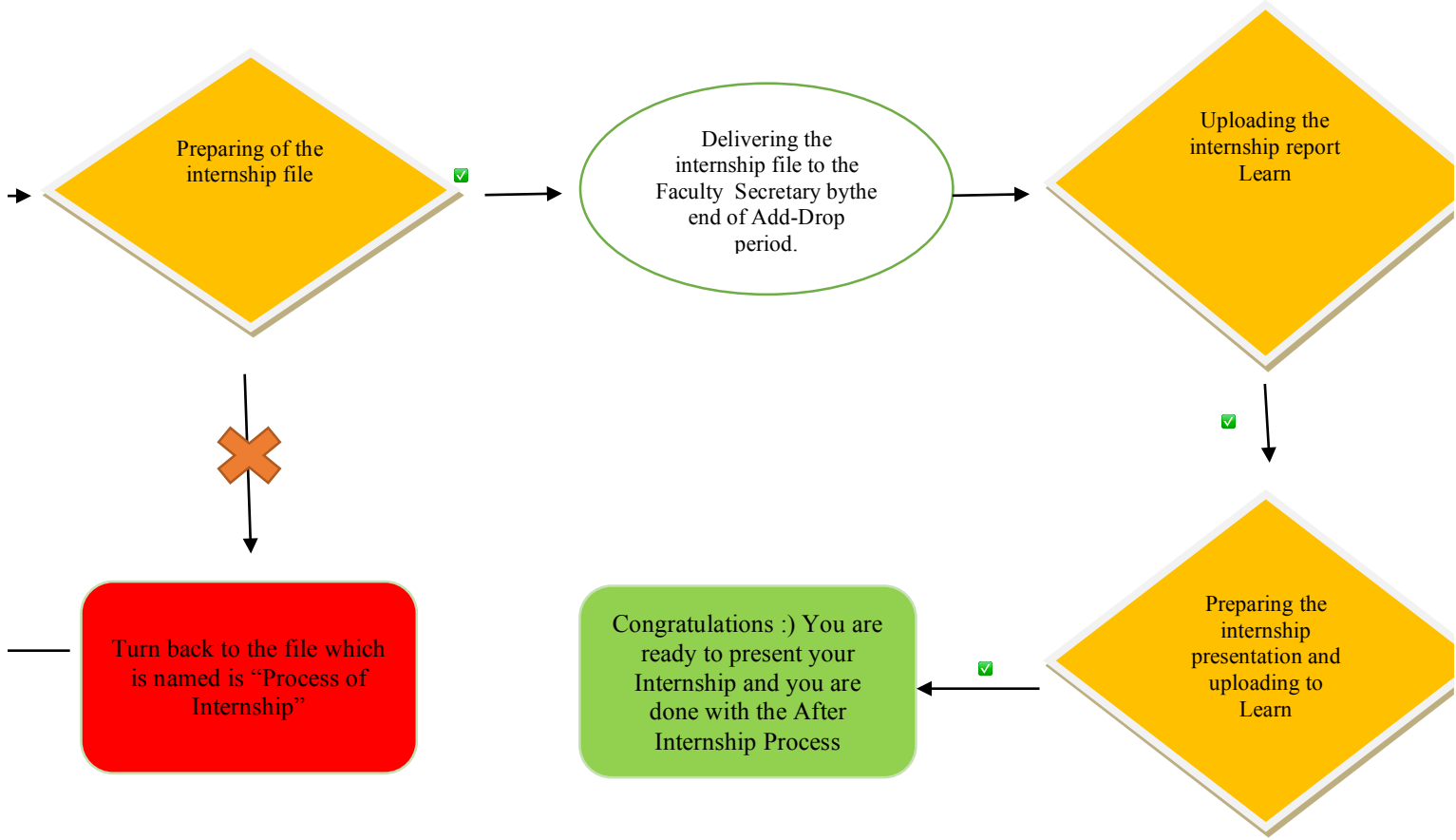


Instructions for Internship Applicants: <https://www.bilgi.edu.tr/media/uploads/2018/02/23/mdbf-staj-k-lavuzu-3may17.pdf>

Intern Evaluation Form <https://www.bilgi.edu.tr/media/uploads/2019/02/25/stajyer-degerlendirme-formu-1.pdf>

Internship Place Evaluation Form https://www.bilgi.edu.tr/media/uploads/2019/02/25/staj-yeri-degerlendirme-formu-1_dx838r.pdf

AFTER THE INTERNSHIP



Instructions for Internship Applicants: <https://www.bilgi.edu.tr/media/uploads/2018/02/23/mdbf-staj-k-lavuzu-3may17.pdf>