

# IE 300 SUMMER PRACTICE

2025-2026

Introductory Session

# Summer Practice Committee

2

- Prof. Dr. Esra Karasakal
- Prof. Dr. Cem İyigün
- Çiya Aydoğan
- Buğra Öztürk
- Ömer Turan Şahinaslan
- Özgür Ünverdi
- Mehmet Sencer Zengin

# Contact Info

3

- Web page: <http://sp.ie.metu.edu.tr>
- Contact address: [ie-staj@metu.edu.tr](mailto:ie-staj@metu.edu.tr)
  - ▣ (includes all committee members)

# Prerequisites for IE 300

4

- 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.
  
- If you are in probation in the Fall semester, you cannot take the IE300 course even if you successfully finished your SP.

# IE 300

5

- 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

6

- You will conduct IE 300 summer practice in Summer 2025
  - ▣ Available time interval (~3 months):
    - [June 25 – September 26]
- 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)
- If you are in graduation status and have completed all your course work and then you can conduct both IE 300 and IE 400 in succession in Summer 2025.

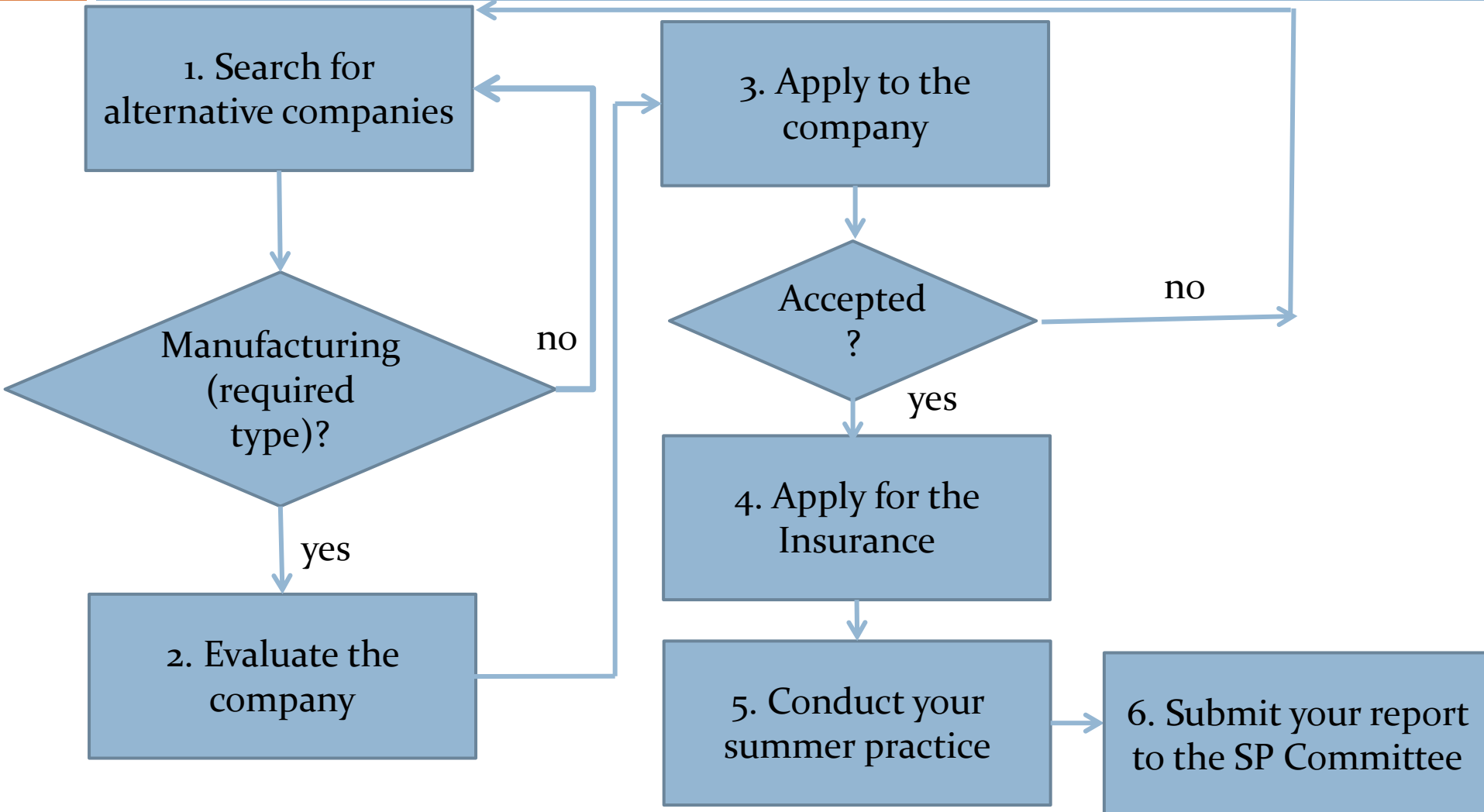
# Registration for IE 300

7

- After the summer practice is completed, you must register for IE 300 in the immediate academic term (Fall 2025-2026).
- Summer practice reports are due within the first 4 weeks of the registered academic term (Fall 2025-2026)
  - ▣ **Due date: Oct. 24, 2025.**

# Steps to follow in IE 300:

8





# Steps to follow in IE 300:

9

## 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:

10

## 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:

11

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

12

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

13

## 2. Evaluate the company

- Check the IE 300 Manual from

<https://sp-ie.metu.edu.tr> > [Documents/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..?

# Steps to follow in IE 300:

14

## 2. Evaluate the company (cont'd)

- We do not examine and confirm the suitability of your SP company in advance.
- Students determine whether their SP company is appropriate
- *Discuss with the SP Committee* 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:

15

## 3. Apply to the company

- Some companies request a document (letter) explaining the aim of the SP, minimum duration of the SP and stating that the insurance for the SP will be paid by METU. You can find the *SP Application Form* on the SP website (*Documents/Forms tab*). You need to fill out the signed letters with the required information.
- Some companies may request an *SP Protocol* (sözleşme) form. If you need one, please visit the SP website. Under the *Documents/Forms tab*, you can find a sample protocol. After you fill out the protocol form, you need to leave the form to Undergraduate Secretary Office. You can pick up the signed form in a week.

# Steps to follow in IE 300:

## 4. Apply for the insurance

- When you are accepted for SP by the company and *your decision with your SP company is CERTAIN*, then apply for the insurance via *METU OpenCourseWare platform (OCW)*, <https://ocw.metu.edu.tr>. Fill out the *questionnaire* under “SGK Insurance Application” **2-3 weeks** before the beginning of your SP.
- Also download a copy of the “*Declaration Form for students with/without family health insurance*” on the SP website (*Documents/Forms tab*), fill out the form, and upload it to OCW.



# Steps to follow in IE 300:

## 4. Apply for the insurance (cont'd)

- The compulsory insurance : iş kazası ve meslek hastalığı sigortası (due to the following law):
  - Law # 5510: Sosyal Sigortalar ve Genel Sağlık Sigortası Kanunu
- You can get a copy of your document "*Sigortalı İşe Başlama Belgesi*» from e-devlet when it is ready before your SP starts
- Please visit *SP website* —> *General Information Tab for the steps and details of applying to SGK insurance using METU OCW.*

# Steps to follow in IE 300:

## 4. Apply for the insurance (cont'd)

- METU provides insuring for all SP students upon application.
  - For compulsory summer practices, insurance is made for a period of [20 workdays - 3 months].
  - *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:

## 5. Conduct your summer practice

- Download a copy of the "*Evaluation Form and Employer Survey Form*" under the *Documents/Forms tab*; 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 *the company should* e-mail to [sp-belge@metu.edu.tr](mailto:sp-belge@metu.edu.tr).

# Steps to follow in IE 300:

## 6. 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 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:

## 6. 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) (similarity must be < 20%).
- ▣ 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.

# Steps to follow in IE 300:

## 6. Submit your report (cont'd)

- If you receive a payment during your SP, you need to fill out the "Paid SP questionnaire" under the IE300 course at OCW. Download, print, and sign the *Paid Summer Practice Form* on the SP website (*Documents/Forms tab*). Upload the scanned copy of the signed form (in pdf format) under the assignment "*İşsizlik Fonu Katkısı Bilgi Formu (Paid SP Form)*" at OCW.
- Upload the bank receipt (in pdf format) showing that you received payment from the company under the assignment at OCW "*Stajda ücret ödendiğine dair banka dekontu (Bank receipt for paid SPs)*".

# Voluntary SP

23

- It is possible to do a voluntary internship for additional work experience
- The university takes care of your insurance for voluntary SP if you have completed your second year.
- For *voluntary summer practices*, insurance is made *for a period of one month at most for only one organization*.
- Follow the same procedure to apply for the insurance.

# Candidate Engineering Programs

- *Candidate engineering* activities during the semesters do not count for IE300 since SP cannot overlap with the teaching period.
- If you continue *candidate engineering* during summer and you work for 20 full workdays in a row, then you can present it for IE300.



# your questions and comments to:

25

- [ie-staj@metu.edu.tr](mailto:ie-staj@metu.edu.tr)
- First check the **SP web page** (<https://sp-ie.metu.edu.tr/en>)
- SP presentation can be reached on the SP web page.
- Be aware that [ie-staj@metu.edu.tr](mailto:ie-staj@metu.edu.tr) is **NOT** a call center. *Please check the SP presentation and the web page before e-mailing.*