

IE 400 Summer Practice

2025-2026

Introductory Session

Summer Practice Committee

2

- Prof. Dr. Cem İyigün
- Prof. Dr. Esra Karasakal
- 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
 - ▣ (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.

IE 400 – when to conduct

5

- You will conduct IE 400 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).

This duration **can be more** if the company request it.
- You can conduct IE 400 during semester break in winter as well, if 20 workdays are available in the break.
- **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.

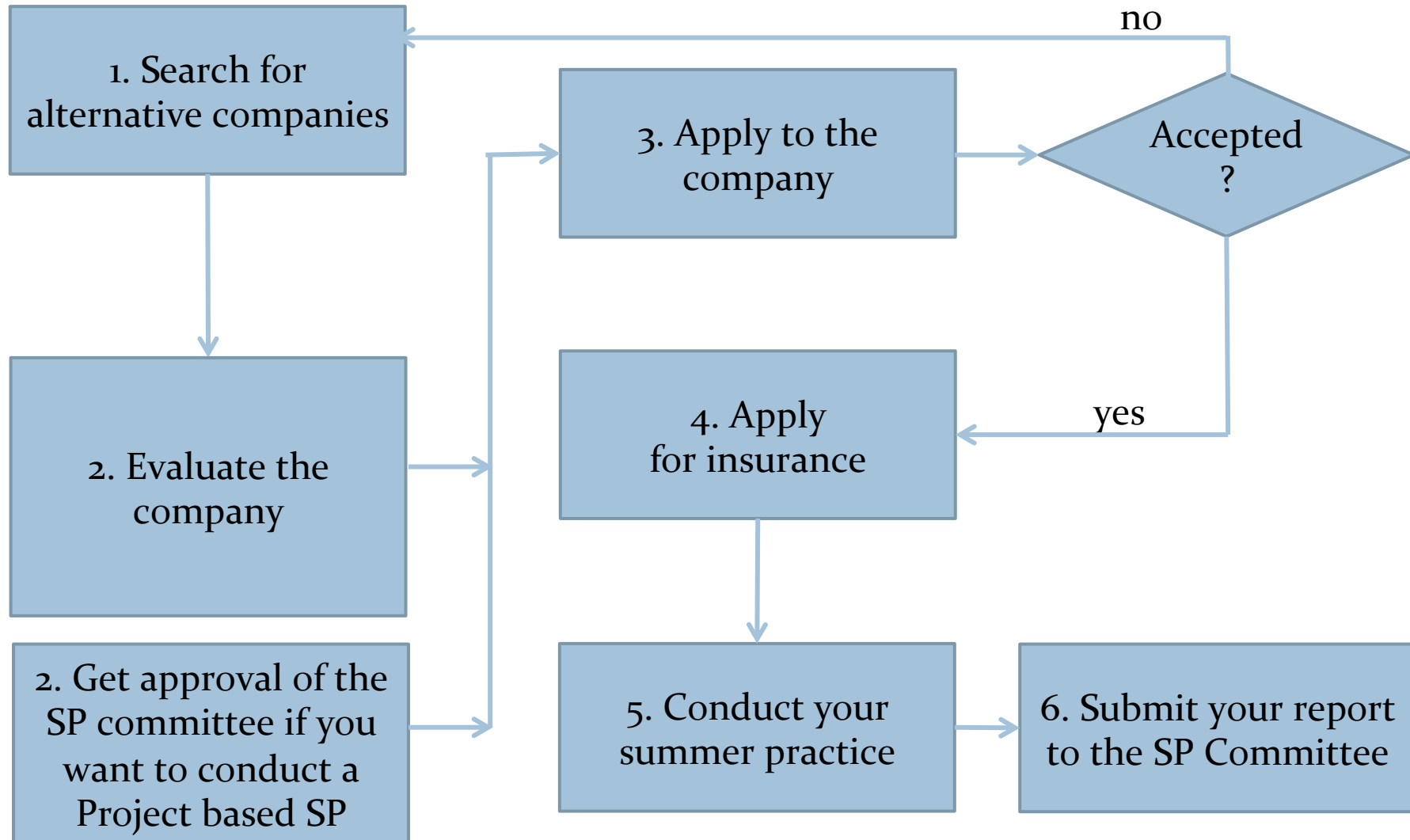
Registration for IE 400

6

- After the summer practice is completed, you must register for IE 400 in **the immediate following 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 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 (cont'd)

- ▣ 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 (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 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> > 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 400:

13

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. (*Questions in SP Manual provides a good guidance for the appropriateness.*)
- *Discuss with the SP Committee* 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:

14

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.
- Login with your id and password at <http://sp-ie.metu.edu.tr>
- Download the form "*SP Application Form (Staj Başvuru Belgesi)*" under *Documents/Forms tab*.
- You *can apply to more than one company*; notice that, *for each company* you want to apply, you should *fill out this form*.

Steps to follow in IE 400:

15

3. Apply to the company

- Some companies may also request an *SP Protocol* (sözleşme) form. If you need one, please visit the SP website → *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, IE 128.
 - ▣ You can pick up the signed form in a week.
- 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:

16

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 SGK insurance via *METU OpenCourseWare platform (OCW)*, <https://ocw.metu.edu.tr>. Fill out the questionnaire under “*SGK Insurance Application*” **2 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.
- You can get a copy of “*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 400:

17

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
- METU provides insurance for 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 400:

18

5. 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 should be approved by the SP Committee before SP starts.*
- Content and Format is different (see the manual)

Steps to follow in IE 400:

19

5. Conduct your summer practice

- Download a copy of the "*Evaluation Form and Employer Survey Form*" under the *tab Documents/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 *the company should* e-mail to sp-belge@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

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 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.

Steps to follow in IE 400:

22

6. Submit your report (cont'd)

- The report is written based on the IE 400 manuals.
 - ▣ IE 400 manuals are of two types: (i) *manufacturing manual* and (ii) *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.
 - ▣ 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.

Steps to follow in IE 400:

23

6. Submit your report (cont'd)

- You submit the soft copy of your report (**pdf file**: docx converted to pdf) **@ odtuclass** IE 400 – turnitin assignment, for it to be checked for **plagiarism** (intihal) (similarity must be $< 20\%$).
- Your report is also checked whether it is **AI generated or not**.
- 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 400:

24

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 IE400 course at OCW.
 - ▣ Download, print, and sign the *Paid SP Form (İşsizlik Fonu Katkısı Bilgi Formu)* on the SP website (*Documents/Forms tab*).
 - ▣ Fill out and scan the copy of the signed form (in pdf format) under the assignment "**Paid SP Form**" at OCW.
 - ▣ Upload *Paid SP Form with the bank receipt* (in pdf format) showing that you received payment from the company under the assignment at OCW "*İşsizlik Fonu Katkısı Bilgi Formu*" as a Zip file.

Voluntary SP

25

- It is possible to do a voluntary internship for additional work experience
- The university takes care of your insurance for voluntary SP after 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.

your questions and comments to:

26

- ie-staj@metu.edu.tr
- First check the sp web page.
- SP slide set can be reached on sp web page.
- Be aware that ie-staj@metu.edu.tr is **NOT** a call center. *Please check the slide set and the web page before e-mailing.*