

IE 300 SUMMER PRACTICE

2023-2024

Introductory Session

Summer Practice Committee

2

- Prof. Dr. Cem İyigün
- Prof. Dr. Esra Karasakal
- Çiya Aydoğan
- Şakir Buğra Kollar
- Buğra Öztürk
- 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 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.

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 2024
 - ▣ Available time interval (~3 months):
 - **[June 24 – September 27]**
- 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.

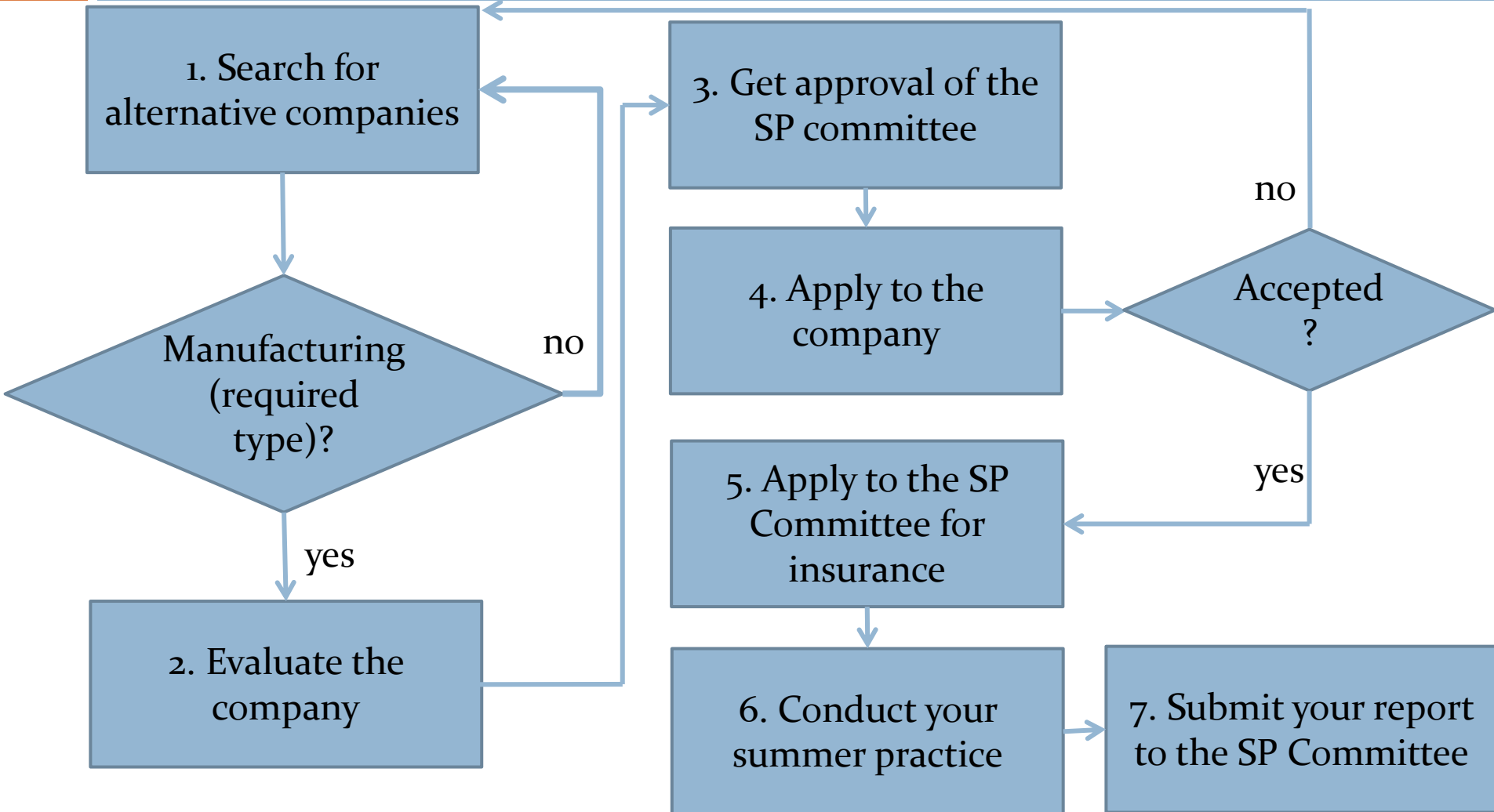
Registration for IE 300

7

- After the summer practice is completed, you must register for IE 300 in the immediate academic term (Fall 2024-2025).
- Summer practice reports are due within the first 4 weeks of the registered academic term (Fall 2024-2025)
 - ▣ **Due date: Oct. 25, 2024.**

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:

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:

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> > 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 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:

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 form***.
 - ▣ 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:

15

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:

16

5. Apply for the 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 *"summer_practice_insurance-info form (Excel file)"* 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:

5. Apply for the 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:

18

5. Apply for insurance

- In applying to the department for insurance:
 - **Step 1.** Print out and sign the appropriate "*Commitment form for Insurance*" under the tab *Forms > Insurance* :
 - "Commitment form for students with family health-insurance"
OR
 - "Commitment form for students without family health-insurance"
 - **Step 2.** Fill out the Excel form available under the tab Forms > Insurance
 - «summer-practice-insurance-info (Excel file)»
 - Send the Excel form (Step 2) and the other form (Step 1) together to ie-staj@metu.edu.tr *10 days before you start* your summer practice (*latest sending: 3 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:

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 *the company should* e-mail to ie-staj@metu.edu.tr.

Steps to follow in IE 300:

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 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:

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:

22

- 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.*