

# IE 400 SUMMER PRACTICE

2023-2024

Introductory Session

# Summer Practice Committee

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# Contact Info

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- Contact address: [ie-staj@metu.edu.tr](mailto:ie-staj@metu.edu.tr)
  - ▣ (includes all committee members)

# Prerequisites for IE 400

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- 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

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- You will conduct IE 400 summer practice in Summer 2024
  - Available time interval (~3 months):
    - **[June 25 – 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 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 2024.

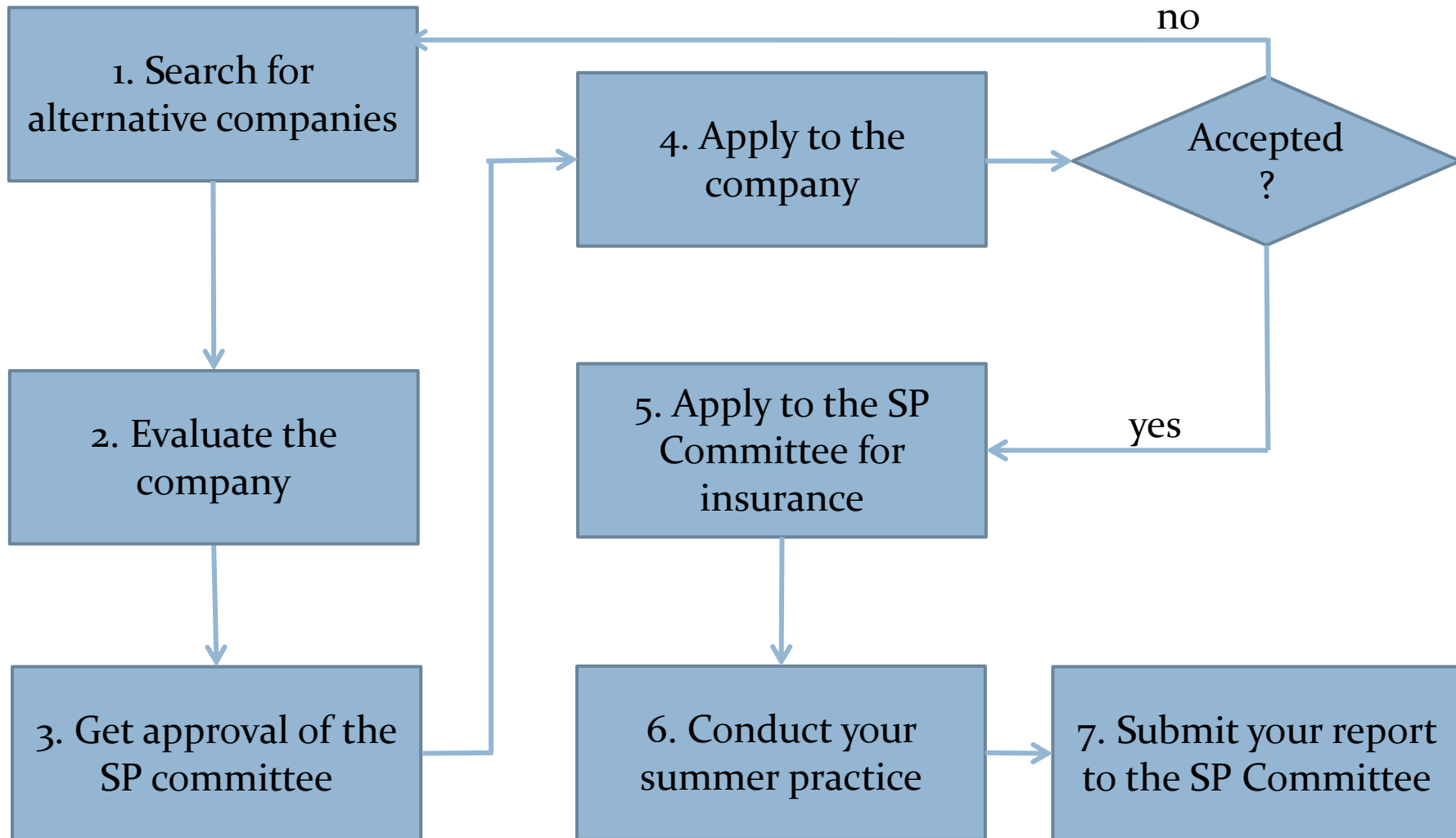
# Registration for IE 400

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

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# Steps to follow in IE 400:

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## 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:

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## 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:

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

- 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 > 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:

## 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:

## 2. Evaluate the company

- Check the IE 400 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 Committe* 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:

## 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 400:

**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:

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## 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](mailto: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:

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## 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 400:

## 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](mailto: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 400:

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## 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:

## 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](mailto:ie-staj@metu.edu.tr).

# Steps to follow in IE 400:

## 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:

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## 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: (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.

# Steps to follow in IE 400:

## 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:

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- [ie-staj@metu.edu.tr](mailto: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](mailto:ie-staj@metu.edu.tr) is **NOT** a call center. *Please check the slide set and the web page before e-mailing.*