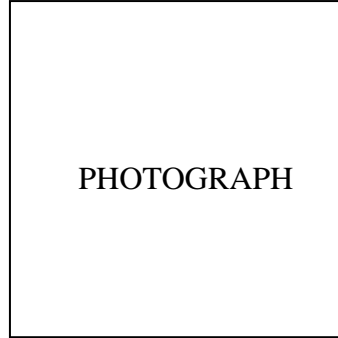




**T.C. HALIÇ UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF INDUSTRIAL ENGINEERING**

INTERNSHIP REPORT



STUDENT NAME-SURNAME:

STUDENT ID NUMBER:

INTERNSHIP COURSE ID:

ACADEMIC YEAR:

DATES OF INTERNSHIP:

BEGINNING DATE:

COMPLETION DATE:



T.C. HALIÇ UNIVERSITY FACULTY OF ENGINEERING

DEPARTMENT OF INDUSTRIAL ENGINEERING HANDBOOK OF INTERNSHIP

Purpose, Scope, and Basis

Article 1- The purpose of this handbook is to determine the procedures and principles to be applied in Internship programs for Industrial Engineering students depending on their undergraduate periods.

The content and scope of the internship which is mandatory for IE students to apply their abilities and information gained in undergraduate period are determined by the Board of the Industrial Engineering Department and the application of internship is guided according to the principles stated in this handbook.

This handbook was prepared depending on Halic University Internships Directive and the curricula introduced by Halic University Engineering Faculty Industrial Engineering Department's Senate decision.

Commission of Internship

Article 2- The Internship Committee consists of three faculty members, at least one of whom is an assistant professor, assigned by the Head of the Department for an academic year. Commission members whose tenure has expired can be re-appointed.

The responsibilities of the commission are as follows:

- a) Announcing the internship quotas from the public and private sectors to students.
- b) Assisting students in finding an internship program.
- c) Distributing internship opportunities provided by public, private sector, and academic channels to students.
- d) Examination to accept or reject the company of internship found by students according to suitability.
- e) Updating the Internship Handbook according to the requirements.
- f) Revising the handbook with the approval of the Department Head and Dean's Office and announcing or giving electronically to the students who will start their internship on the department web page.
- g) Every year, until the end of March, organizing a meeting with the intern students, informing the students about the internship guide and the principles of internship practice, and answering questions.

- h) Supervising the internship of the student by visiting some of the companies during the internship period, if necessary.
- i) Submitting internship reports, examining, and evaluating them in terms of competence, accepting or rejecting.

Internship Timeline and Duration

Article 3- Internship programs are carried out during the summer vacation following the spring semester in accordance with the Industrial Engineering Undergraduate Program. To graduate, students must have successfully completed at least 60 working days of internship.

- a) Internship programs are divided in two semesters. An internship period is **at least 30 working days**. The first internship might be done at the end of the 4th semester (2nd year) and the grade is given as “Successful” or “Unsuccessful” under the “**IND 299 Industrial Internship I**” course in the 5th semester in the curriculum. The second internship might be done at the end of the 6th semester (3rd year) and the grade is “Successful” or “Unsuccessful” under the “**IND 399 Industrial Training II**” course in the 7th semester in the curriculum.
- b) The first internship period is called "**Production Internship**" and the second internship period is called "**Management Internship**".

Starting the Internship

Article 4- The students must take the course “IND299 Industrial Internship I” during the summer after finishing the 2nd year and select the relevant course in fall semester of the 3rd grade. He / She should perform the course “IND399 Industrial Internship II” during the summer after finishing the 3rd year and select the relevant course in the fall semester of the 4th grade. It is also possible for students to complete their internships in the future.

The student is obliged to apply to the Registrar's Office with the approval of the Head of the Internship Committee and the Dean of the Faculty at least one month before the internship start and submit the form (Compulsory Internship Form) containing their credentials, the information about the institution where the internship will be done, the dates of starting and ending the internship.

Compulsory Attendance

Article 5- Compulsory attendance is essential in the internship. If the company informs the University in writing by terminating the internship of a student who does not go to work for three days without an excuse and does not continue for a total of five days during an internship period, the internship of the student is considered invalid. Attendance status is monitored in the attendance chart in the internship report and approved with a signature and stamp by the authorized supervisor of the internship company. If the internship duration is less than 80% in total in terms of days and hours, only the number of working days that the student has attended is counted as internship duration.

Internship Company and Change of the Company

Article 6- Internship is done in domestic or foreign public or private sector organizations, which are approved by the IE Internship Committee. It is advised to students to do internships at workplaces with more than 30 employees.

It is essential for students to find their internship programs by themselves, and it is required to be approved their internships companies by the Internship Committee. Students are assisted by the Internship Committee in finding an internship program.

If the student determines that the internship workplace is not suitable in terms of profession, he / she can notify the Internship Commission in writing with the documents proving this and request that a new internship company be determined for him / her. If the student's application is found to be justified, the internship company can be changed.

Internship Repetition and Completion of the Missing Internship Days

Article 7- The students who do not complete their internships or whose internships are evaluated as unsuccessful by the Internship Committee, must renew internship.

Internship days that are incomplete due to health and similar reasons must be completed in the next internship period. However, in the case of the completion of the missing internship days, internship can be done on the holidays following the fall semester.

Obeying Rules of the Internship Company

Article 8- Students are obliged to obey all kinds of regulations such as the statute and regulations of the company related to the public or private sector, and the rules regarding discipline and occupational safety. Students cannot participate in demonstrations, marches, slowdowns and strikes in their workplaces and they cannot participate in such actions.

Social Security and Accident Insurance

Article 9- Students can start their internships only after the work accident and occupational disease insurance entries are completed. Students should start the insurance process by submitting the internship form, 2 photos, 3 photocopies of identity cards and 2 photocopies of student ID cards to the Student Affairs Department. Insurance fees are paid by the University. The internship done in the company without insurance entries is not counted from the internship period and the University cannot be held responsible for any problems that may arise during this period.

Internship Report

Article 10- An internship handbook is prepared by the Internship Committee in March of every year for the students who will do their internship and is published electronically on the department web page. The student performs all internship procedures according to the guidelines, forms and principles in this handbook and fills an internship report. The supervisor of the internship company checks the daily work reports and attendance schedule filled in by the student in the internship report, signs, and stamps; it also makes evaluations regarding the attendance, interest, success and other situations of the student on the "Intern Student Evaluation Form". The supervisor sends this form to the Internship Committee in a **sealed envelope** with the student by hand or by registered mail or by courier, **at the end of October** of that year.

The internship report is examined by the IE Internship Committee. Unsuccessful internships can be partially or completely cancelled by the decision of the Internship Committee.

Other Provisions

Article 11- For some topics not covered in this handbook; "Halic University Associate and Undergraduate Education and Examination Regulations" and "Higher Education Institutions Student Discipline Regulations" are applied.

Executive

Article 12 – This handbook is executed by the Head of the Industrial Engineering Department.

T.C. HALIÇ UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF INDUSTRIAL ENGINEERING
INTERNSHIP RULES

1. Objective

The purpose of the Internship Rules is to explain the details of the principles stated in the IE Internships Handbook in the previous section, and the relevant forms and methods.

2. The Process of Starting an Internship

Each student who will do internship, after completing the cover letter, "Halic University Compulsory Internship Form" and "Internship Admission Form" attached to this section, get these forms signed to Head of the IE Department and sends it to the internship officer of the company at least one month before the internship date.

The student submits the Internship Admission Form to the Internship Commission Presidency after having it filled in by the internship supervisor at the company, signed and stamped.

The process for filling and running the Internship Form is explained below in steps:

- a) The student fills in the blank in the text and the related credentials in the following two sections and gets it signed by the Head of the Department by printing 1 copy from the Internship Form.
- b) After the "Internship Company" and "Employer" parts of the form are filled in the company where the internship will take place, it is signed and stamped by the supervisor and a copy is left to the supervisor.
- c) After the student duplicates the form in 4 copies with photocopy, he signs his place in all copies; it is approved by the President of the Internship Committee and the Dean of the Faculty.
- d) After leaving a copy of the approved form to the Head of the Internship Committee, the student submits the remaining 3 copies, 2 photos, 3 photocopies of identity cards, 2 photocopies of student identity cards to the Student Affairs Department for ensuring insurance.
- e) In case of emergency, the student must check whether the insurance has been entered or not from the Student Affairs Department. To start the internship, it is a legal obligation to have an insurance entry. Therefore, the documents specified in the item "d" must be submitted to the Student Affairs Department at the latest 20 days in advance.
- f) After the student receives the insurance entry document and two copies of the compulsory internship form from the Student Affairs Department, the student submits a copy of the form to the Internship Commission. On the internship date, the internship starts by submitting the insurance entry document and the photocopy of the compulsory internship form to the internship company.
- g) At the end of the internship, the student puts the last copy of the signed Compulsory Internship Form in the internship report, instead of the blank form.

3. Content of the internship work

3.1. IND 299 IE Internship I

The subject of the IE Internship I which might be done at the end of the second year is "**Production Internship**" and the purposes of this internship are to get the student to know the production environment, to comprehend the business functions and structuring, to make observations and get experience in business and professional life by taking responsibilities in such an environment. In this internship, which is held before the Industrial Engineering department and technical courses are taken, the student is expected to make concrete observations and gain background about these related courses taken in the following two years.

This internship must be done in an industrial enterprise, preferably in an industrial enterprise that carries out activities related to product manufacturing industry and / or product-based service industry. In addition, production internship must be done in the basic unit where an engineer is working.

In this internship, the industrial engineering-oriented applications such as production, manufacturing, maintenance and repair workshops, R&D and project design departments of factories or large enterprises, as well as production planning, purchasing, sales and marketing, financial affairs, quality control and logistics departments are essential.

Accordingly, the mission expected from students in the internship should include the answers to the following questions:

- a) Collect and provide the following information about the internship company:
 - 1) Company name and address,
 - 2) Very brief history of the company and your department (foundation date, very major changes), and your role in this department during your internship.
 - 3) Vision, mission, and purpose of the company,
 - 4) The number of the employees according to the departments (also the number of workers, technicians, engineers, administrative personnel, etc. in production and manufacturing departments),
 - 5) Company type, general organizational chart, as well as a separate organizational chart that goes down to the supervisors of the manufacturing or production department.
- b) What are the products of the company? If the company provides services, what are its services?
- c) Who are regarded as the customers of the company (consider the end users, retailers, other manufacturers, employees, etc.)?
- d) Discuss the sectoral monitoring of the company in the national economy and its relations with the relevant sectors. How has the company evolved in the last 5 years in terms of market share growth, stock market value, number of employees, capacity, and total annual sales?
- e) How the production planning, inventory management and control, job scheduling, capacity planning are done in the company? Explain separately which software and/or methods are used for these planning procedures.
- f) Which type of production system is applied in the company? Explain by considering the product demand, equipment, production amount, product types and repetitive operations. Discuss job shop, batch, mass, and continuous production systems while explaining.
- g) Provide a schematic representation of the material flow of a particular product in the company. Note that your diagram should include the complete flow from raw materials inventory through finished goods inventory with every point of conversion (workstations,

stock points) being indicated. Then, calculate the standard times in the workstations (time study) by considering your flowchart.

- h) What are the software programs used in the company such as MRP, ERP, SAP etc. and the modules for the production. Analyse and explain the production statistics, demand forecasts, production planning, maintenance planning and R&D samples.
- i) Examine and explain the scheduling in the factory or workplace (number of shifts, number of employees according to shifts, their duties; effects of shift order on morale, work safety, costs, and productivity).
- j) Is there a quality department in the company? If so, what is the primary responsibility of that department? If not, who is responsible for quality, and what are the main tasks of this person?
- k) Examine a subdivision in the company in terms of ergonomics (factors such as lighting, ventilation, heating, noise, and humidity, working positions when standing, sitting, carrying and loading, fatigue and tension due to production speed, regulation of working and rest periods, etc.) and disclosure.
- l) Solve a problem that you will determine in the company by using any Industrial Engineering method or approach; What are the constraints in finding a solution for the problem? Is this a new problem for the company? If not, what was the solution before? State the gains that will be provided to the company in case of implementation of this solution.
- m) When and how to produce is the subject in another set of decision making of production planning and control. This set of information conveys the decisions related with the allocation of scarce (limited) resources needed for production. What resources are controlled as scarce through careful planning in the company? Name a few. How are their uses planned? How are the plans monitored?
- n) As a result, make a general evaluation of the internship. How do you rate your summer training on a scale from 1 – 10, with 1 for very unsatisfactory and 10 for very satisfactory. Evaluate the contribution of this internship to industrial engineering education. For example, discuss the similarity and differences between industrial engineering and other engineering disciplines in terms of authority and responsibilities, based on your internship experience.

3.2. IND 399 IE Internship II

The subject of the IE Internship II at the end of the third year is "**Management Internship**", and the purpose of this internship is to observe how the background, knowledge, and experience which IE students have gained in their courses and during first internship can be used in upper and middle management of enterprises. Another benefit is to understand how, and which extent cognitive systems and technologies are used in the management processes of businesses.

This internship should be done in large industrial enterprises or service businesses. Preferably, it is expected that integrated enterprise resource planning software such as ERP or SAP will be used in the company.

Accordingly, the training expected from students in the internship should include the answers to the following questions:

- a) All questions that are expected to be answered in the previous internship should be taken into consideration in the light of the industrial engineering courses taken in the third year. Especially, the questions that could not be answered in the first internship, that remained incomplete or that could be addressed with a new perspective are also addressed in this internship (answer to this question is optional).
- b) Who are regarded as the customers of the company?

- c) Management information system should support decision making at three different levels: strategic, tactical, and operational. Specify the decision makers (individual or group, their positions within the organizational structure) and the related subject of decision-making with regard to one decision-making activity in each of these decision levels.
- d) Examine and explain the recruitment and in-service training system in the company; job evaluation, remuneration, premium and incentive system used; the motivation increasing activities applied.
- e) Examine and explain the quality management system or quality control activities in the company, for example give information about continuous improvement studies, lean tools for process improvements, if any.
- f) Discuss the productivity management and performance evaluation practices in the company; consider different efficiency indicators such as on time delivery, efficiency, capacity use, customer return rate, availability, etc.
- g) Briefly explain the company's marketing system and marketing policies and strategies. Give examples of the studies and advertising activities carried by Customer Relationship Management (CRM).
- h) Introduce package programs (related to business intelligence, business applications, relational database management system and data mining) such as MRP, ERP, SAP, Oracle, BAAN, Microsoft Dynamics, Mapics, except Ms Office used in the business, and consumer relations, production statistics, demand forecasts, cost analysis, quality management, investment planning and project management.
- i) Examine other software programs used for such as the purchasing, stock control and warehouse management practices, models and explaining them through examples and reports.
- j) Provide a schematic representation of the process and information flow diagram of a particular customer or product in the company. Note that your diagram should include the complete flow starting from the time when the customer requests a certain service process till (s)he leaves the service facility after having her (his) request fulfilled.
- k) If industrial engineers (IE) are employed by the firm, what are the areas they work in? If no industrial engineer is employed, what activities (if any) do you think are suitable for IEs in the company? Discuss top management's impression and attitudes towards industrial engineering functions and activities.
- l) Realize **at least two** of the following applications: (choose two of them and answer).
 - 1) Prepare a facility plan using the material and workflow data of all or a part of the company. Consider the facility location, facility design such as handling and layout design.
 - 2) Calculate various capacity (ideal, normal, practical, leisure, etc.) of the whole or a part of the company. Discuss the role of the capacity utilization in terms of quality and productivity.
 - 3) Evaluate the current location of the company with various site selection techniques such as demand management, flexibility of a location, competitive positioning, access, visibility,...etc.
 - 4) Apply production planning, programming, loading, and sequencing related to the production of a product in a certain period. What are the limitations and restrictions that you have to consider, such as capacity, availability, demand, variability, or dependencies?
 - 5) Plan any business, process, or project in the enterprise with Ms Project program. Prepare Gantt Charts in Excel by considering project's deadlines, tasks, dependencies, etc.
 - 6) Make a simulation application related to the business/processes with any simulation program (Arena, AnyLogic,... etc.). Predict the system performance.

- m) Do you think that this summer training has helped you prepare for professional life? Why or why not? How do you rate your summer training on a scale from 1 – 10, with 1 for very unsatisfactory and 10 for very satisfactory.

4. Writing the Internship Report

- a) At the beginning of the internship, at least one blank internship report page will be printed **for each day** and the work done will be printed on these pages. Tasks, studies, impressions, and observations performed for each day of internship are filled in one or more pages of the internship report by writing the date, the relevant department and the name and surname of the internship supervisor, and the necessary **signatures are signed and stamped**.
- b) **At least one page** must be filled in for each working day of the internship.
- c) If the internship report is not sufficient, it could be copied sufficiently from the daily form pages and added to the report.
- d) The introduction and explanation of the company specified in Article 3, its products, departments, layout, etc. and the general report section, which includes the studies such as ergonomics, work study and other industrial engineering studies, **should be placed in internship report before the beginning of the daily reports**, after being written on a computer on blank A4 paper (except in compulsory cases).

5. Submission of the Internship Report

The student prepares the internship file containing the work he/she has done (including the intern acceptance form, the internship book and its annexes, the signed and stamped internship evaluation form in the envelope, the cover of which is filled and affixed by the staff responsible from the internship) and submits it to the Internship Commission **until the end of October of that year**. For the internships done outside the summer period, the internship file is submitted at the end of the internship.

6. Evaluation and Admission of the Internship

Internship work is evaluated by the Internship Committee within two months at the latest, considering the internship presentation of the student. The list showing the success of the students is entered into the automation system as **“Successful” or “Failed”** as an IND 299 Industrial Internship I at the end of the 5th Semester and IND 399 Industrial Internship II at the end of the 7th Semester, by the Internship Commission President, after receiving the approval of the Department Head. The grades of the students who did not choose the internship course from the automation system or who did their internship outside the summer term are notified to the Registrar's Office through the Dean's Office in the annex of the Head of Department letter.



**T.C. HALIÇ UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF INDUSTRIAL ENGINEERING**

Subject: Student Internship

.././....

Dear Colleague,

Halic University, Industrial Engineering Department aims to equip its students with an education suitable for market conditions and to raise graduates who will solve the problems of enterprises in the field of industrial engineering. Our country, on the one hand needs to make a breakthrough in R&D and on the other hand, it needs to provide a sustainable socio-economic development by increasing its competitiveness based on efficiency at the international level. Conducting R&D activities has a vital importance in achieving this goal and in the infrastructure of all kinds of research, as well as basic sciences especially Industrial Engineering has an important place in engineering sciences. Considering this perspective, Halic University aims to contribute to the training of researcher human resources in the fields of engineering sciences in our country.

The purpose of the internship is to introduce students the companies/institutions related to their profession, to strengthen their theoretical knowledge and experience during their education, to increase their professional knowledge and experience by observing their responsibilities, relationships, work discipline, organizational structure, by making practices and by closely monitoring the employees. In addition to that, it is aimed for the students to gain the ability to use and apply the theoretical knowledge they have received, to gain the habit of working in harmony with the employees of the institution/company they do internship, to establish healthy communication with the people who are related to the institution/company, and to follow the technological developments in the professional field. Students who have started their education at the Faculty of Engineering at the Halic University will have completed an internship for 60 working days, 30 working days each in the 2nd and 3rd years, in the Industrial Engineering Department. We believe that the internship opportunities and studies you will provide, will greatly contribute to the education and experience of our students.

I would like to thank you for your interest in our students and I would like to state that I will always be pleased to welcome you to our faculty.

Kind regards,

Asst. Prof. Dr. Çağrı Özgün Kibiroğlu
Head of Industrial Engineering Department



T.C. HALIÇ UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF INDUSTRIAL ENGINEERING
Compulsory Internship Form

To Whom It May Concern,

The students at the department / program of..... at our university are obliged to do an internship/ professional practice at institutions and businesses before the end of their study period as the necessity of our educational programs.

In case the student who is subjected to an internship / professional practice is accepted to your institution, our university will be responsible from starting and notifying his / her insurance in accordance with the law no 5510 " Social Insurances and General Health Insurance Law".

Thanks for your concern in the internship / professional practice of our student, whose information is given below, in your institution for..... working days and we wish you success.

HEAD OF THE DEPARTMENT
/PROGRAM

STUDENT INFORMATION

Turkish ID Number		Academic Year	
First Name		Student ID Number	
Last Name		Place of Birth	
Father's Name		Date of Birth	
Mother's name		E-mail address	
Nationality		Phone Number	
Residence Address			

INSTITUTION WHERE THE INTERNSHIP / PROFESSIONAL PRACTICE IS DONE

Name					
Address					
Production / Service Area		Risk Range			
Phone Number		Fax Number			
E-mail address		Website address			
Starting date of Internship / Professional Practice / /	End date of Internship / Professional Practice / /	Duration of Internship / Professional Practice	
NOTE: Internship/ Professional Practice starting, and end date should be written by calculating midterm exams, final exams, official-religious holidays and weekend					

EMPLOYER OR HIS/ HER DEPUTY

First and Last Name		Signature/ Stamp	
Position or Title			
E-mail address			
Date			

STUDENT'S SIGNATURE	APPROVAL OF DEPARTMENT/ PROGRAM	APPROVAL OF FACULTY /VOCATIONAL SCHOOL	APPROVAL
I declare that the information on the document is correct, and I respectfully submit to the preparation of the internship / professional practice documents related to the aforementioned institution / company that undertake to do internship / professional practice.	Head of Commission of Internship / Professional Practice of Department/ Program First Name-Last Name / Title/ Stamp- Signature	Internship / Professional Practice Faculty / Vocational School Coordinator First Name-Last Name / Title/ Stamp- Signature	University Internship / Professional Practice Coordinatorship The entry process to start internship / professional practice has been made to the Social Security Institution.
Date: / / 202...	Date: / / 202...	Date: / / 202...	Date: / / 202...

IMPORTANT NOTE 1: This document is prepared in 3 copies (not photocopy). After the approval of the Internship / Professional Practice place and the approval of the Department / Program, at least 10 days before the start of the internship / professional practice, it must be submitted to the Internship / Professional Practice Coordinatorship with 1 photocopy of ID, 1 photocopy of student ID and 1 passport-sized photo.

IMPORTANT NOTE 2: All 3 documents must be filled in with a blue pen, and all 3 documents must be signed and stamped.



**T.C. HALIÇ UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF INDUSTRIAL ENGINEERING**

INTERNSHIP ACCEPTANCE FORM

..... (student name), year student in the department of
..... at Haliç University is going to perform his/her internship in
..... (company) department between /.... /20.... and
.... /.... /20....

Kindly submitted for your information.

EMPLOYER OR HIS/ HER DEPUTY:

NAME SURNAME :.....

POSITION :.....

DATE :.....

STAMP AND
SIGNATURE



T.C. HALIÇ UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF INDUSTRIAL ENGINEERING
INTERN ATTENDANCE SHEET

NAME AND SURNAME OF STUDENT			DEPARTMENT(S) OF INTERNSHIP		
DAY	DATE	DATE AND SIGNATURE OF THE EMPLOYER	DAY	DATE	DATE AND SIGNATURE OF THE EMPLOYER
1	.../.../.....		16	.../.../.....	
2	.../.../.....		17	.../.../.....	
3	.../.../.....		18	.../.../.....	
4	.../.../.....		19	.../.../.....	
5	.../.../.....		20	.../.../.....	
6	.../.../.....		21	.../.../.....	
7	.../.../.....		22	.../.../.....	
8	.../.../.....		23	.../.../.....	
9	.../.../.....		24	.../.../.....	
10	.../.../.....		25	.../.../.....	
11	.../.../.....		26	.../.../.....	
12	.../.../.....		27	.../.../.....	
13	.../.../.....		28	.../.../.....	
14	.../.../.....		29	.../.../.....	
15	.../.../.....		30	.../.../.....	

NAME OF THE EMPLOYER OR HIS/ HER DEPUTY:

SIGNATURE AND STAMP:



T.C. HALIÇ UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF INDUSTRIAL ENGINEERING

INTERN EVALUATION FORM

(This will be filled in after the internship by the employer in the institution/company in which the internship will be performed)

Student Name, Surname:

Institution/Company Name:

Department of Student:

Department of the Internship:

Class of Student:

Duration (Start-End Date):

Number of Student:

Total Number of Employees in the Department:

Please evaluate the performance of our student, who has done an internship in your company/institution, within the framework of the following criteria. The employer's views on this matter will be taken as the basis for the evaluation.

EVALUATION CRITERIA/ DEĞERLENDİRME KRİTERLERİ	EXCELLENT/ ÇOK İYİ	GOOD/ İYİ	SATISFACTORY/ YETERLİ	UNSATISFACTORY/ YETERSİZ	POOR/ ZAYIF	NOT OBSERVED/ GÖZLENMEDİ
PROFESSIONAL KNOWLEDGE/MESLEKİ BİLGİSİ						
MOTIVATION/MOTİVASYONU						
ABILITY TO APPLY KNOWLEDGE/BİLGİLERİNİ UYGULAMA BECERİSİ						
USE OF INITIATIVE / İNŞİYATİF KULLANABİLMESİ						
QUALITY OF WORK /YAPTIĞI İŞLERİN KALİTESİ						
CORPORATE ENVIRONMENTAL BEHAVIOR /KURUM ORTAMINA UYGUN DAVRANIŞI						
RESPONSIBILITY/ SORUMLULUK ÜSTLENME YETENEĞİ						
INCLINED TO TEAMWORK AND DIVISION OF LABOR/ TAKIM ÇALIŞMASINA VE İŞ BÖLÜMÜNE YATKINLIK						
ATTENDANCE TO WORK/İŞE DEVAMLILIĞI						
OTHER/DİĞER						

OVERALL EVALUATION/ GENEL DEĞERLENDİRME	<input type="checkbox"/> SUFFICIENT/YETERLİ <input type="checkbox"/> INSUFFICIENT/YETERSİZ
WOULD YOU CONSIDER HIRING HIMSELF/HERSELF? / İLERİDE KENDİSİ İLE ÇALIŞMAYI DÜŞÜNÜR MÜSÜNÜZ?	<input type="checkbox"/> YES/EVET <input type="checkbox"/> NO/HAYIR

Additional Evaluation (If there are any aspects of our student that need to be improved, deficient, sufficient or successful, please specify) -----

APPROVAL OF THE EMPLOYER OR HIS/ HER DEPUTY

Department Name	
Name and Surname of the Employer	
Signature and Stamp	
Date	

IMPORTANT NOTE: THIS FORM IS CONFIDENTIAL, IT IS REQUESTED TO SEND IT IN A CLOSED ENVELOPE, WITH THE COVER PART SIGNED.



**T.C. HALIÇ UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF INDUSTRIAL ENGINEERING**

INTERNSHIP PLACE EVALUATION FORM

(This will be filled in after the internship by the student)

1-STUDENT INFORMATION

STUDENT NAME, SURNAME	
NAME AND THE ADDRESS OF THE COMPANY/INSTITUTION	
SECTOR OF THE COMPANY	
NUMBER OF TOTAL ENGINEERS	
NUMBER OF INDUSTRIAL ENGINEERS	
NUMBER OF TOTAL EMPLOYEES	
DURATION OF INTERNSHIP (WORKDAYS)	

2-AREA OF THE INTERNSHIP

PRODUCTION (MANUFACTURING, ATELIER)	
PRODUCTION PLANNING AND CONTROL	
PRODUCT DEVELOPMENT	
PURCHASING	
SUPPLY CHAIN	
LOGISTIC	
QUALITY CONTROL	
MAINTENANCE	

HUMAN RESOURCE	
MARKETING	
FINANCE AND ACCOUNTING	
INFORMATION TECHNOLOGIES	
OTHER	

3- COMPANY EVALUATION

WERE YOU PROVIDED WITH AN INDIVIDUAL WORKING PLACE?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
WAS THE ENVIRONMENT APPROPRIATE IF YOU HAD BEEN IN A FACTORY/ CONSTRUCTION SITE/ WORKSHOP ETC.?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
WERE YOU ABLE TO PRACTISE THE THEORETICAL KNOWLEDGE YOU GOT THROUGH YOUR UNIVERSITY LIFE DURING YOUR INTERNSHIP ?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
IS THERE ANY R&D ACTIVITIES IN THE COMPANY ?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
IS THERE A NEED FOR INDUSTRIAL ENGINEERS IN THE COMPANY, WHY?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
DURING THE INTERNSHIP PROCESS, I REALIZED THAT I HAVE LACK OF KNOWLEDGE IN SUBJECTS SUCH AS				
WHICH COURSES YOU WERE ABLE TO ASSOCIATE WITH THE WORKS DURING THE INTERNSHIP PROCESS?				
WOULD YOU SUGGEST THE COMPANY YOU DID YOUR INTERNSHIP TO YOUR FRIENDS?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
WOULD YOU WANT TO WORK AT THIS COMPANY AFTER YOUR GRADUATION? IF YOUR ANSWER IS NO, BRIEFLY EXPLAIN WHY?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO



**T.C. HALIÇ UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF INDUSTRIAL ENGINEERING**

INTERNSHIP COMMISSION EVALUATION FORM
(This will be filled in after the internship by the internship committee)

STUDENT NAME, SURNAME	
CLASS AND STUDENT NUMBER	
DEPARTMENT	

Evaluation Criteria	EXCELLENT	GOOD	ACCEPTABLE	INSUFFICIENT
Proper use of the internship book				
Effectiveness of daily reports				
Compliance of the internship with the content				
The student's evaluation of the internship place				

Internship Committee Member

Internship Committee Member

Name Surname:

Name Surname:

Signature/Date:

Signature/Date:

Number of Accepted Working Days:

Evaluation Criteria	VERY GOOD	GOOD	ACCEPTABLE	INSUFFICIENT
Internship Place and Employer's Evaluation				

Internship Success Status:

A) Internship is ACCEPTED for working days.

B) Internship IS NOT ACCEPTED.

<u>Approval of the Head of the Faculty Internship Committee:</u>	
Name and Surname:	Signature:
Date:	

Department of the Internship: Internship Report/Tasks Accomplished:	Date:
Signature of the Intern:	Signature of the Staff Responsible for Internship: Name Surname: Stamp:
T.C. HALIÇ UNIVERSITY, FACULTY OF ENGINEERING, INDUSTRIAL ENGINEERING DEPARTMENT	