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**FACULTY OF ENGINEERING AND ARCHITECTURE**

**DEPARTMENT OF INDUSTRIAL ENGINEERING**

**INDUSTRIAL INTERNSHIP GUIDE AND INTERNSHIP NOTEBOOK**

**........... INTERNSHIP**

PHOTO

**STUDENT'S NAME AND SURNAME:**

**STUDENT NO:**

**ACADEMIC YEAR:**

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 **FACULTY OF ENGINEERING AND ARCHITECTURE**

**DEPARTMENT OF INDUSTRIAL ENGINEERING**

**INDUSTRIAL ENGINEERING DEPARTMENT INTERNSHIP GUIDE**

1. **EXPLANATIONS AND PRINCIPLES RELATED TO INTERNSHIP DIRECTIVE**
2. **Objective, Scope, and Basis** 
   1. **Objective**: The aim of the internship is to improve the application skills of Istanbul Gelisim University (IGU) Faculty of Engineering and Architecture, Department of Industrial Engineering students, to benefit from technological developments, to gain management experience, knowledge, and skills on issues related to the education and training program. The purpose of this Guideline is to determine the procedures and principles to be applied to the students of Istanbul Gelisim University (IGU) Faculty of Engineering and Architecture, Department of Industrial Engineering in the conduct and evaluation of Vocational Internships depending on their education and training programs.
   2. **Scope:** This document covers the procedures and principles regarding the vocational internships consisting of "Industry" and "Management" internships that students will do at workplaces to be approved by the Internship Commission in line with the undergraduate program of the IGU Department of Industrial Engineering. The content and scope of the vocational internship, which is carried out to provide students with the opportunity to apply the knowledge and skills they have gained in their education, is determined by the Industrial Engineering Department Board and the internship is carried out according to the principles specified in this guide.
   3. **Basis:** This guideline has been prepared based on Article 14/2 of the **"**IGU Associate / Undergraduate Education and Examination Regulations" and the IGU Internship Directive.
3. **Internship Commission**
   1. The Internship Commission consists of three faculty members, at least one of whom is a faculty member, who are recommended to the Dean of the Faculty, by the Head of the Department for one academic year. Commission members whose term of office expires may be reappointed.
   2. The duties of the Commission are as follows:
4. To announce internship quotas received from the public and private sectors to students.
5. To assist students in finding internship placements.
6. To allocate the internship places provided through the public, private sector and the University to the students.
7. To examine, accept, or reject the internship places found by the students with their own means as per suitability.
8. To update the Internship Notebook according to the requirements, to prepare it with the approval of the Department Chair and Dean's Office and to announce it electronically on the department web page to the students who will start their internship.
9. To organize a meeting with internship students until the end of December every year to inform them about the internship guide and internship application principles and to answer their questions.
10. If necessary, to visit some internship places during the internship period and to supervise the student's internship work.
11. To receive the internship files delivered after the internship, to evaluate them by examining them for adequacy, to accept or reject them.
12. **Internship Time and Duration**

# Vocational internships are normally done during the summer vacation following the spring semester in accordance with the Industrial Engineering Education Program. In order for students to receive a diploma, they must have successfully completed their vocational internships with a total duration of 60 working days *(60-day period, Internship Directive Article 13 - (1) This Internship Directive will be applied to all first and second year students enrolled in Istanbul Gelisim University from the 2018-2019 academic year and who are obliged to do internship*. *For other students, the duration is 40 working days).*

* 1. Internship Periods

1. The internship is for two semesters. An internship period is 30 working days. The first internship is done at the end of the 4th semester (2nd year). The second internship is done at the end of the 6th semester (3rd year) and is evaluated as "Pass" or "Fail".
2. The first internship period is called "Production Internship***" and*** the second internship period is called "Management Internship".
3. While their student rights continue, students who have already completed their internship, but have to wait to take the exams, can do the internship they could not do during this period. Students who have attendance obligations during the periods when education and training continue in the academic calendar cannot do internships.
4. One week is considered as 5 (five) work days. In workplaces where saturday is a work day, saturday is also considered as a work day for the internship.
5. **Starting Internship**
   1. The student is obliged to apply to the Registrar's Office at least one month before the start date of the internship with a form petition (Compulsory Internship Form) containing his/her identity information, information about the institution where he/she will do the internship, the dates of starting and completing the internship, and the approval of the Chairman of the Internship Commission and the Dean of the Faculty. Each student must have the Compulsory Internship Form, SSI (Social Security) Form, and Internship Notebook approved by the relevant units before the internship.
6. **Attendance Obligation and Completion of Missing Internship Days**
   1. Students who have an internship obligation cannot graduate unless they complete their internship. Attendance to the internship is compulsory and internships must be completed within the specified period without interruption. Attendance is monitored in the attendance chart in the internship notebook and approved by the authorized supervisor of the internship institution.
   2. Students are excused in the following cases:
7. An official report stating that the student cannot continue the internship due to illness and not exceeding five work days.
8. Except for illness, students who have an excuse deemed appropriate by the workplace internship supervisor may be absent for no more than three (3) work days.
   1. Students with a maximum of eight (8) work days of excused absences must complete their incomplete internships. Students who do not attend their internship for at least nine work days with/without an excuse are considered to have never done an internship.
   2. Work days equal to the duration of excused/excused absences are added to the internship period. In this case, additional insurance is made for the missing days upon the student's application. If the student or the internship place does not notify this situation, the responsibility belongs to them. Students may complete the missing days of an internship due to an excused absence during the vacation days at the end of the Fall Semester, if the academic calendar permits.
9. **Internship Place and Change of Internship Place**
   1. It is essential for students to find their own internship places, and self-found internship places require the approval of the Internship Commission. Internship is carried out in domestic or foreign public or private sector organizations approved by the Internship Commission. The Internship Commission recommends internship places and quotas provided by the IGU Rectorate in cooperation with institutions and organizations in Türkiye and abroad to the extent possible.
   2. Intern quotas allocated by public and private institutions and organizations in Türkiye and abroad for the Department are announced by the Chair of the Department. Distributed to applicants.
   3. Internships can also be done in an institution outside the University with a research project within the University that is suitable for the student's own branch and formation, in the laboratories, workshops, and application centers of Higher Education Institutions in Türkiye or abroad (after approval).
   4. It is preferred that students do their internship in workplaces with more than 30 (thirty) employees. At the internship site, there must be managers with at least 4 years of experience with the title of Industrial Engineer or Mechanical Engineer and the registration numbers of these managers in the institution to which they are affiliated must be specified.
   5. If the student determines that the workplace where he / she is doing internship is not suitable for the profession, he / she may request a new internship place to be determined by notifying the Internship Commission in writing together with the documents proving this situation. If the student's application is justified, the internship place may be changed.
10. **Evaluation of Internship**
    1. The internship commission is authorized to make every evaluation related to the internship, to grade the internship as G-Pass and K-Fail, to partially accept or cancel the internship, to correct the internship book, and to decide to repeat the internship.
    2. The internship commission evaluates the "Internship Student Evaluation Form" filled out by the internship place official, the "Internship Place Evaluation Form" prepared by the student, and the internship notebook by examining the internship notebook and, if necessary, interviewing the student or having him/her make a presentation. The Commission also fills out the "Production Internship Evaluation Checklist" and "Management Internship Evaluation Checklist" forms in the internship booklet to prevent any oversight in the evaluation of the internship booklet.
    3. The internship commission notifies the results of the evaluation to the Head of the Department, which in turn notifies the Student Affairs and students within the semester.

# In case the student objects to the internship evaluation result, the Dean of the Faculty is authorized to finalize the issue according to the relevant article of the IGU Associate and Undergraduate Education and Examination Regulations.

1. **Correction in Internship Notebook and Internship Repetition**

# Students who do not complete their internship, do not submit their internship notebook and documents on time, whose internship is rejected as a result of correction or whose internship is evaluated as unsuccessful by the Internship Commission must renew their internship.

# The student who is requested to make a correction in the internship notebook must make the requested correction within 1 (one) month at the latest. Otherwise, the internship is deemed rejected. The reason for the rejection of the student whose internship is rejected as a result of the correction is notified to the student in writing through the Chair of the Department.

# Discipline, Compliance with Internship Rules and Damages

# The provisions of the Student Discipline Regulation of Higher Education Institutions are also valid during the internship.

# Students are obliged to comply with all kinds of written legislation such as by-laws, regulations, discipline and work safety rules of the public or private sector workplace where they do their internship. Students may not organize or participate in demonstrations, marches, work slowdowns or strikes at their workplaces.

# Istanbul Gelisim University is not responsible for any damages that interns may cause to the institutions where they do their internship due to any misconduct.

1. **Social Security and Accident Insurance**
   1. Students can start their internships only after their work accident and occupational disease insurance entries are completed. It is a legal obligation for students to be insured during their internship.
   2. Internship students are insured by Istanbul Gelisim University and insurance procedures are carried out through IGU Student Affairs Department. Insurance costs are paid by the University. No additional insurance is provided for the student who extends the internship period voluntarily
   3. Work days equal to the duration of excused/excused absences are added to the internship period. In this case, additional insurance is made for the missing days upon the student's application. If the student or the internship place does not notify this situation, the responsibility belongs to them.
   4. The work done in the company without making insurance entries is not counted from the internship period and IGU cannot be held responsible for the problems that may arise during this period.

# Internship notebook

* 1. The student performs all internship procedures according to the guidelines, forms and principles in this notebook and fills this notebook.
  2. The student has the internship site official check the daily work reports and the attendance chart filled in by the student in the internship notebook and have them signed and stamped.
  3. The student also ensures that the internship place official makes the evaluations regarding his/her attendance, interest, success and other situations on the "Intern Student Evaluation Form" (Student Internship Registration Slip) and sends this form to the Presidency of the Internship Commission "in a sealed envelope signed and stamped" by hand or by registered mail or by courier.
  4. At the end of the internship period, students must submit the approved "Internship Notebook" and other internship documents to the Department Chair within 1 (one) month at the latest. This deadline cannot exceed October 15 for any reason. Documents not submitted within the deadline will not be examined and students will be deemed to have failed and not used their internship rights.
  5. The internship booklet is examined by the Department Internship Commission. Internships that are deemed unsatisfactory may be partially or completely canceled by the decision of the Internship Commission.

1. **Internship Exemption**
   1. The internships of double major students in the second major program are evaluated by the internship commission of this department. Double major students who request that the internship to be counted in both majors must obtain the approval of both Department Internship Commissions regarding the suitability of the internship site before starting the internship. Whether some or all of the internship in their major is accepted in the second major is decided by the second Department Internship Commission.
   2. The "Internship Exemption Requests" of the students who enrolled in the Department through Undergraduate / Vertical transfer are evaluated by the Department Adaptation Commission by examining the subject and content based on the documentation of the validity of the internships they have performed within the previous institution.

## Other Provisions

* 1. In matters not regulated in this guide, the provisions of "IGU Associate and Undergraduate Education and Examination Regulations" apply.
  2. Students who do not complete their internship studies within the teaching period stipulated by the Higher Education Law No. 2547 are not awarded a diploma. No excuse is accepted in this regard.
  3. If deemed necessary by the Chair of Department, changes can be made in the content of the internship book, forms and evaluation issues, and commissions can be established for this purpose.
  4. The special conditions for internship studies within the scope of the Erasmus Program are regulated in the Erasmus Mobility Directive of the European and International Relations Application and Research Center (AVUMER) Regulation.
  5. Internship notebooks are kept at Istanbul Gelisim University Student Affairs for the periods specified in the law.

1. **Enforcement**
   1. The implementation, all provisions and content of the Internship Guidelines will enter into force after the approval of the Department and the relevant Faculty Board, including the summer internships of the 2016-2017 Academic Year.
   2. The principles of this internship guide apply to all internships that have not been completed as of the beginning of the effective date.
   3. This guideline is administered by the Department of Industrial Engineering.

**FACULTY OF ENGINEERING AND ARCHITECTURE**

**DEPARTMENT OF INDUSTRIAL ENGINEERING**

1. **INDUSTRIAL ENGINEERING INTERNSHIPS APPLICATION PROCESS AND CONTENT**

**1. Objective**

The purpose of the Principles of Industrial Engineering Internships is to explain the details, related forms and methods, and the work to be carried out in the Industrial and Management Internships regarding the issues specified in the Explanations and Principles Regarding the Internship Directive in the previous section.

**2. Internship Start Process**

Each student who will do an internship, at least one month before the date he/she plans to start the internship, fills in the identity information on the *cover letter,* *"Istanbul Gelisim University Compulsory Internship Form"* and *"Intern Acceptance Form"* attached to this section, has it signed by the Chair of the Department and takes it to the internship officer of the workplace where he/she wants to do internship. The student signs and stamps the Internship Acceptance Form after having it filled out by the internship officer at the internship workplace, then obtains the approval of the Chairperson of the Internship Commission and submits it to Student Affairs for insurance and other procedures.

The process of filling out and operating the Compulsory Internship Form is explained below in steps:

1. The student makes four (4) copies of the Compulsory Internship Form, fills in the sections of the forms titled *"Student's Address Registration Information",* *"Student's Population Information"* and *"Place of Internship"* except for the start and end dates of the internship, and then signs and dates the *"Student's Signature"* section in the lower left corner and has it signed by the Chair of the Department. It is preferable for the student to fill out the form on the computer and have it signed in four (4) copies.
2. The student will also write two (2) copies each of the Chair of Department's letter titled *"Student Internship"* on page 12 of the Guide and the form titled *"Intern Acceptance Form"* on page 14 to be filled out by the workplace, have the letters signed by the Chair of Department, put one of the letters in an envelope titled "IGU", seal the envelope and place it neatly on the envelope, preferably on a computer, "........ ........ A.Ş Internship Officer" on the envelope. However, before writing the letter, the date section on the top right should be filled in on the computer (e.g. 23.06.2018). The letter and a copy of the internship acceptance form filled out by the workplace are then placed by the student in place of the blank form in the internship notebook.
3. The student submits the letter in a sealed envelope to the internship site official. After making the necessary interviews and receiving the promise to be accepted as an intern, the *"Employer or Official"* section of the Compulsory Internship Form and the internship start - end dates in the upper section, as well as the *Intern Acceptance Form* , are filled in the workplace and signed and stamped by the internship place official and a copy of the compulsory internship form is left to the internship place official.
4. The student signs three (3) copies of the internship form approved by the workplace and leaves one (1) photocopy and one (1) copy of the internship acceptance form with the Chairperson of the Internship Commission. Then, the student submits the *original* *three (3) copies of the compulsory internship form,* *two (2) passport size photographs, two (2) copies of the identity card, two (2) copies of the student ID card* to the Registrar's Office for insurance entry.
5. In case of emergency, the student must follow up whether the insurance entry has been made from the Student Affairs Department. In order for the student to start the internship, it is a legal obligation to have an insurance entry. Therefore, the documents specified in option "d" must be submitted to the Registrar's Office *at least 1 week in advance* .
6. After receiving the *insurance entry certificate* and *two copies of the compulsory internship form* from the Registrar's Office, the student submits one copy of the form to the Internship Commission (These documents can also be sent to the Internship Commission by the Registrar's Office). On the date of starting the internship, the student starts the internship by submitting the insurance entry certificate and a photocopy of the compulsory internship form to the internship place.
7. At the end of the internship, the student substitutes the last copy of the originally signed Compulsory Internship Form in the internship notebook instead of the blank form.

**3. Content of the Internship**

Students of the Department of Industrial Engineering are required to complete *"Production"* and *"Management"* internships of 20 working days each. The aims of these internships, the work and assignments to be done during the internships are explained separately below.

***3.1. Production Internship***

Performed at the end of second-year as a part of Industry Internship I, "Production Internship" aims for the student to recognize the production environment, to comprehend the business functions and structuring, and to observe and gain experience in business and professional life by actually taking part in such an environment. In this internship, which is done before the Industrial Engineering department and vocational courses are taken, the student is also expected to make concrete observations and gain infrastructure related to the courses to be taken in the following two years.

This internship must be carried out in an industrial enterprise, preferably in an industrial enterprise that is engaged in the *production of finished goods and/or the production of services based on finished goods* ; In addition, an Industrial or Mechanical engineer must be working in the basic unit to be interned.

In this internship, industrial engineering practices are emphasized in *production, manufacturing, maintenance and repair workshops, R&D and project design departments* , *production planning, purchasing, sales and marketing, financial affairs, quality control and logistics departments* of factories or large enterprises. Accordingly, ***the work expected from the students*** in the internship should cover the answers to the questions given below:

1. Collecting and giving the following information about the internship company:
   1. Company name and address,
   2. A brief history explaining the development of the company,
   3. The firm's vision, mission, and purpose,
   4. Number and total number of employees by department (also number of workers, technicians, engineers, administrative staff, etc. in production and manufacturing departments),
   5. The type of company, the overall organizational chart, as well as a separate organizational chart of the manufacturing or production department down to the foremen or supervisors.
2. Specifying the products produced by the company.
3. Discussion of the place of the sector in which the company is located in the country's economy and its relations with related sectors.
4. Drawing the layout of the facility.
5. Explanation of how production planning and control, inventory planning and control, work scheduling and capacity planning are carried out in the company; which software and/or methods are used for these separately.
6. Analyzing and extracting product routes and indices for some sample products within the confidentiality rules of the company.
7. Explanation of the type of production system in the company by considering product demand, equipment, production quantity, product types, and repeated operations.
8. Examination and explanation of basic production or workshop processes and operations.
9. Explanation of the MRP, ERP, SAP, etc. software used in the company and the production modules related to these software; production statistics, demand forecasts, production planning, maintenance planning, and R&D examples.
10. Explanation of the work-study and business development studies that have been done or are being done in the company. Making the workflow diagram, workflow diagram or other related method study drawings of the production process for the product or main part, which is the main production subject; preparing the proposed process diagrams to improve the existing process and calculating the standard times with work measurement (time study).
11. Examination and explanation of the shift pattern in the factory or workplace (number of shifts, number of employees according to shifts, duties; effects of shift pattern on morale, occupational safety, costs, and productivity).
12. Examination and explanation of a subdivision in the company from an ergonomic point of view (factors such as lighting, ventilation, heating, noise and humidity, working positions when standing, sitting, handling and loading, fatigue and tension due to production speed, organization of working and rest periods, etc.).
13. Solving a problem that you will identify in the company by using any Industrial Engineering method or approach; stating the gains that this solution will provide to the company if it is implemented.
14. Making a general evaluation of the internship as a result. The contributions of this internship to the intern in industrial engineering education. Based on the internship experience, discussing the closeness and differences between industrial engineering and other engineering disciplines in terms of authority and responsibilities in relation to production systems.

***3.2. Management Internship***

Performed at the end of the third year as a part of Industry Internship II,***"Management Internship"*** aims for Industrial Engineering students to observe how they can use the basic Industrial Engineering knowledge and experience they have acquired in their courses and first internships in the upper and middle management of enterprises. Another benefit of this internship is to understand how and to what extent cognitive systems and technologies are used in the management processes of businesses.

This internship must be done in large industrial or service enterprises. Preferably, integrated enterprise resource planning software such as ERP or SAP is expected to be used in the organization.

Accordingly, ***the work expected from the students*** in the internship should cover the answers to the questions given below:

1. All questions expected to be answered in the previous internship should be considered in this internship in light of the industrial engineering courses taken in the third year. In particular, questions that could not be answered in the first internship because the relevant course was not taken in the first internship, questions that remain incomplete or questions that can be addressed with a new perspective are also addressed in this internship.
2. Examination and explanation of management and decision-making models and techniques applied in business. Which management model is used in the enterprise; Giving information about the authorities and responsibilities of the top and middle managers in the organizational chart.
3. Giving information about strategic planning and strategic management applied in the enterprise, if any.
4. Explanation of the staff recruitment and in-service training system in the company; job evaluation, remuneration, bonus, and incentive system used; motivational activities applied.
5. Examination and explanation of the Quality Management System or quality control activities in the company, giving information about continuous improvement studies with examples from the relevant documentation, if any.
6. Explanation of productivity management and performance evaluation practices in the firm; making a three-period performance comparison using different productivity indicators for at least three of the business operations or activities.
7. Briefly explaining the marketing system, marketing policies and strategies of the company and giving examples of Customer Relationship Management (CRM) studies and advertising activities.
8. Introducing the computer hardware and network used by the company , giving information about the management and use of the system.
9. Explanation of MRP, ERP, SAP, etc. software used in the company and the production modules related to these software by examining the production and quality control activities from material, tool and process planning to flow between processes and entry to the finished goods warehouse through examples and reports.
10. Examination of purchasing, inventory control and warehouse management applications, models and techniques used in the enterprise in relation to this or similar software and explanation of them through examples and reports.
11. Except Microsoft Office, Explaining MRP, ERP, SAP , Oracle, BAAN, BAAN, Microsoft Dynamics, Mapics *(related to business intelligence, business applications, relational database management system and data mining* )package programs used in the business and their relations with *consumer relations, production statistics, demand forecasts, cost analysis, quality management, investment planning and project management* activities.
12. Realization of at least two of the following applications:
    1. Preparation of a re-layout plan of the whole or part of the internship site using material and workflow data.
    2. Various capacity (ideal, normal, practical, idle, etc.) calculations of the whole or a part of the internship site.
    3. Determining the current location of the internship site, site selection criteria and testing them with various site selection techniques.
    4. Implementation of production planning, programming, loading and sequencing related to the production of a product in a certain period.
    5. Planning of any business, process or project in the enterprise with Ms Project program.
    6. Making a simulation application related to business with any simulation program.

**4. Filling the Internship Notebook**

1. The tasks, studies, impressions and observations made for each day of the internship are filled in one or more pages of the internship notebook by writing the date, the relevant department and the name and surname of the internship, and the necessary signatures are signed, signed and stamped.
2. At least one page must be completed for each working day of the internship.
3. If the internship notebook is not enough, enough of the daily form pages are reproduced and added to the internship notebook.
4. The general report section, which introduces and explains the company, its products, departments, layout, etc. mentioned in Article 3, and discusses the ergonomics, work study and other industrial engineering studies carried out, should be written on blank A4 paper with a computer (except in mandatory cases) and **placed in the internship notebook, at the beginning of the daily reports**.
5. Daily and general reports can also be typed on the computer and placed in the internship notebook, provided that they are not copied or cut-pasted. Quotations must be cited. The provisions of CoHE Student Disciplinary Regulations are applied for cheating.

**5. Submission of Internship File**

The student prepares the internship file (including the internship acceptance form, internship notebook and its annexes, and the signed and stamped internship evaluation form in a sealed envelope filled and sealed by the internship place official) and must submit it to the Department Chair within 1 (one) month (this period cannot exceed October 15) at the latest from the end of the internship. Documents not submitted within the deadline will not be examined and students will be deemed to have failed and not used their internship rights.

**6. Internship Presentation**

The student prepares a 10-minute powerpoint presentation summarizing the knowledge, manners and experiences gained from the internships, the work and practices, the acquisitions and company information by the end of October after each internship period and makes it within the first two (2) weeks of November according to the program announced by the Internship Commission.

**7. Evaluation of Internship**

The provisions of Articles 7 and 8 of the *"A. Explanations and Principles Regarding the Internship Directive"* section of this guide apply to the evaluation of the internship, acceptance or rejection of the internship, correction in the internship book and repetition of the internship.



**FACULTY OF ENGINEERING AND ARCHITECTURE**

**DEPARTMENT OF INDUSTRIAL ENGINEERING**

Subject: Student Internship ... . .. . 201.

Dear Colleague,

Türkiye, which is in the process of being a member of the European Union, needs to make a breakthrough in R&D in order to achieve the targets set out in the Lisbon Protocol on the one hand, and to ensure a sustainable socio-economic development by increasing its competitiveness based on productivity at the international level on the other. Carrying out R&D activities is of great importance in achieving this goal, and in addition to Basic Sciences, Engineering Sciences, especially Industrial Engineering, have an important place in the infrastructure of all kinds of research. Considering this perspective, Istanbul Gelisim University aims to contribute to the training of human resources in the fields of engineering sciences in our country.

The aim of the internship is to introduce the students to the workplaces related to their professions closely; to increase their professional knowledge and experience by observing the responsibilities, relationships, work discipline, organizational structure, observing, practicing and closely monitoring the employees in the workplaces where they will work in order to strengthen the theoretical knowledge and experience they receive during their education period. In addition, to gain the ability to use the theoretical knowledge they have received and transfer it to practice, to gain the habit of working in harmony with the employees of the institution where they do their internship and to establish healthy communication with the people related to the institution and to ensure that they follow the technological developments in the professional field.

In the Department of Industrial Engineering, which started education in the 2011-2012 academic year within the Faculty of Engineering and Architecture of T.C. Istanbul Gelisim University, students will have completed 60 working days of internship when they graduate, 30 working days each in the 2nd and 3rd year. We believe that the internship opportunities and studies you will provide will make a great contribution to our student's education and experience.

We would therefore like to thank you for your support and contributions.

Yours sincerely,

Prof. Tarık ÇAKAR

Chair of Industrial Engineering Department

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**REPUBLIC OF TÜRKİYE**

**ISTANBUL GELISIM UNIVERSITY**

**COMPULSORY SUMMER INTERNSHIP FORM**

**Number: 47476978.773.02**

Our students are obliged to do internship/professional practice in institutions and organizations until the end of their education period. Our student, whose information is given below, wants to do his/her internship/professional practice in your institution. It is the responsibility of our students to fully and completely comply with the precautions to be taken according to the Scientific Committee guide prepared for the COVID-19 outbreak of the Ministry of Health of the Republic of Türkiye against the risk of transmission such as COVID-19. **The insurance premium payment obligation of our student during the internship / vocational practice belongs to our institution.** We thank you for your attention and wish you success in your work.

**Dean / Director / Vice Dean / Assistant Director**

**( Name, Surname Signature )**

**STUDENT INFORMATION**

|  |  |
| --- | --- |
| Name-Surname | DOWNLOAD AND FILL OUT THIS FORM FROM THE IGU WEB PAGE AS UP TO DATE <https://oidb.gelisim.edu.tr/en/administrative-content-form-and-documents> |
| Faculty/School |  |
| Department/Program |  |
| Class/Student No |  |
| Cell Phone |  |

**INFORMATION ABOUT THE ORGANIZATION TO DO INTERNSHIP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Address |  | | | |
| Production/Service Area |  | | Telephone No |  |
| **\*** **Internship/** **Start Date** |  | **\*Internship / End Date** |  | |
| Number of Working Days per Week |  | Total Working Days |  | |
| Is he insured by any other organization? Yes No | | | | |

**\*When determining the internship dates, do not include public holidays and religious holidays. If there is a mistake in the dates, even if the signatures are completed, you must fill in the form again and have it signed.**

**INFORMATION OF THE EMPLOYER OR AUTHORIZED PERSON**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name Surname |  | **Working on Saturday?** | | Yes |  | No |  |
| Position and Title |  | **Signature and**  **Stamp** |  | | | | |
| Email address |  |
| Date |  |

|  |
| --- |
| ***\****Within the scope of KVKK (Personal Data Protection Law); your data Istanbul Gelisim University is under his protection. I hereby consent and authorize the University to store my personal data that I have provided to the University during my internship and to transfer my personal data in the Workplace Internship Agreement and Internship Form to the Employer where I am doing my internship . |

|  |  |  |
| --- | --- | --- |
| **STUDENT'S SIGNATURE** | **DEPARTMENT/PROGRAM HEAD APPROVAL** | **STUDENT AFFAIRS APPROVAL** |
| I declare that the information on the document is correct, I accept, declare and undertake that all responsibility for all health problems I may encounter due to the COVID-19 Outbreak belongs to me and my family, I will not make any claims in this regard, and I respectfully request the approval of the Internship documents related to the named company where I will do my internship.  Signature:  Date: | Title, Name and Surname / Stamp  Signature:  Date: | Internship start entry process was made to the Social Security Institution.  Signature:  Date: |

**NOT: THIS FORM MUST BE FILLED IN ON COMPUTER. INTERNSHIP AFTER NECESSARY SIGNATURES ARE COMPLETED** **INTERNSHIP PROCEDURES MUST BE STARTED AT LEAST 15 DAYS BEFORE THE START DATE.**



**FACULTY OF ENGINEERING AND ARCHITECTURE**

**DEPARTMENT OF INDUSTRIAL ENGINEERING**

**INTERN ACCEPTANCE FORM**

One of the students of your university from the Faculty of Engineering and ArchitectureDepartment of Industrial Engineering ..................... ................................................................ has applied to our institution to do an internship and this request of the student has been approved by us.

The relevant student will be able to do an internship in our organization between .......................-........................ dates.

We submit your information for your consideration.

|  |  |
| --- | --- |
| **Filling out the form;** |  |
| First and Last Name | :...................................................................................................................... |
| Position: | :...................................................................................................................... |
| Date: | :...................................................................................................................... |
| Stamp and Signature |  |

Cihangir Mah. Oğul Sk. No:13 J Blok Avcılar / ISTANBUL

Tel: 0212 422 70 00 Fax: 0212 422 74 01

<http://www.gelisim.edu.tr> / bilgi@gelisim.edu.tr

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**FACULTY OF ENGINEERING AND ARCHITECTURE**

**DEPARTMENT OF INDUSTRIAL ENGINEERING**

**INTERN ATTENDANCE SHEET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STUDENT'S NAME AND SURNAME** | | | **DEPARTMENT(S) OF INTERNSHIP** | | |
|  | | |  | | |
| **DAY** | **DATE** | **NAME AND SIGNATURE OF DEPARTMENT AUTHORIZED PERSON** | **DAY** | **DATE** | **NAME AND SIGNATURE OF DEPARTMENT AUTHORIZED PERSON** |
| 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 | ..../..../........ |  |

WORKPLACE INTERNSHIP AUTHORIZED PERSON/SUPERVISOR:

SIGNATURE AND STAMP :

Cihangir Mah. Oğul Sk. No:13 J Blok Avcılar / ISTANBUL

Tel: 0212 422 70 00 Fax: 0212 422 74 01

<http://www.gelisim.edu.tr> / [bilgi@gelisim.edu.tr](mailto:bilgi@gelisim.edu.tr)



**FACULTY OF ENGINEERING AND ARCHITECTURE**

**DEPARTMENT OF INDUSTRIAL ENGINEERING**

INTERN STUDENT EVALUATION FORM

**Student's First and Last Name: Name of Company :**

**Department: Internship Section:**

**Grade Year: Duration of the Internship (Start-End Date) :**

**Student Number : Total Number of Employees in the Unit :**

Evaluate the performance of our student who is doing an internship in your business within the framework of the following criteria. The manager's views on this issue will be the basis for evaluation.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EVALUATION DIMENSIONS** | **VERY GOOD** | **GOOD** | **MEDIUM** | **INSUFFICIENT** | **VERY INADEQUATE** | **NOT SUITABLE** |
| professional knowledge |  |  |  |  |  |  |
| motivation |  |  |  |  |  |  |
| ability to apply their knowledge |  |  |  |  |  |  |
| to take initiative |  |  |  |  |  |  |
| the quality of his work |  |  |  |  |  |  |
| appropriate behavior for the institutional environment |  |  |  |  |  |  |
| ability to assume responsibility |  |  |  |  |  |  |
| compatibility in interpersonal relationships |  |  |  |  |  |  |
| work continuity |  |  |  |  |  |  |
| other |  |  |  |  |  |  |

**Additional Evaluation** (In addition to the criteria mentioned above, if there are any aspects of our student that need to be improved, that you find incomplete, sufficient or successful, please indicate)

|  |  |  |
| --- | --- | --- |
| Overall assessment | 🞏Adequate 🞏inadequate |  |
| Would you consider hiring him? | 🞏Yes 🞏No |  |

**------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------**

|  |  |
| --- | --- |
| **APPROVAL OF THE COMPANY INTERNSHIP OFFICER** | |
| SECTION NAME |  |
| AUTHORIZED PERSON |  |
| SIGNATURE AND STAMP |  |
| DATE |  |

(It is requested to be sent in a CONFIDENTIAL sealed envelope, WITH THE LID SIGNED)

Cihangir Mah. Oğul Sk. No:13 J Blok Avcılar / ISTANBUL

Tel: 0212 422 70 00 Fax: 0212 422 74 01

<http://www.gelisim.edu.tr> / bilgi@gelisim.edu.tr





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| --- | --- |
| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
|  | |
| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| --- | --- |
| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
|  | |
| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
|  | |
| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
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| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
|  | |
| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
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| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
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| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
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| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
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| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
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| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
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| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
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| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
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| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |
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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
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| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |

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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |

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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |

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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |

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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |

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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |

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| --- | --- |
| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |

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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |

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| T.C. Istanbul Gelisim University, Faculty of Engineering, Department of Industrial Engineering | |
| Internship Section:  Working Report: | Date: |
|  | |
| Signature of the Intern: | Signature of the Internship Supervisor:  First and Last Name:  Stamp: |



**FACULTY OF ENGINEERING AND ARCHITECTURE**

**DEPARTMENT OF INDUSTRIAL ENGINEERING**

# STUDENT'S INTERNSHIP EVALUATION FORM

|  |  |
| --- | --- |
| STUDENT'S FIRST AND LAST NAME |  |
| INTERNSHIP WORKPLACE AND ADDRESS |  |
| SPECIALIZATION OF THE WORKPLACE |  |
| TOTAL NUMBER OF ENGINEERS |  |
| NUMBER OF INDUSTRIAL ENGINEERS |  |
| TOTAL NUMBER OF EMPLOYEES |  |
| INTERNSHIP DURATION (IN WORKING DAYS) |  |

|  |  |
| --- | --- |
| **SCOPE OF THE INTERNSHIP** | |
| PRODUCTION (MANUFACTURING, WORKSHOP) |  |
| PRODUCTION PLANNING AND CONTROL |  |
| PRODUCT DEVELOPMENT |  |
| PURCHASING, WAREHOUSE |  |
| LOGISTICS |  |
| QUALITY CONTROL |  |
| MAINTENANCE REPAIR |  |
| HUMAN RESOURCES |  |
| MARKETING |  |
| FINANCE AND ACCOUNTING |  |
| OTHER |  |

|  |  |  |
| --- | --- | --- |
| IS THERE R&D IN THIS WORKPLACE? | YES | NO |
| IS THERE A NEED FOR AN INDUSTRIAL ENGINEER IN THIS WORKPLACE?  WHY? ............................................................................................... | YES | NO |
| WOULD YOU RECOMMEND THIS WORKPLACE TO YOUR FRIENDS WHO WILL DO AN INTERNSHIP IN THE FUTURE? ................................................................................ | YES | NO |
| WOULD YOU WANT TO WORK IF YOU RECEIVED AN OFFER FROM THIS WORKPLACE? | YES | NO |
| IF YOUR ANSWER IS NO, PLEASE BRIEFLY EXPLAIN WHY: .....................................................  ............................................................................................................................................ | | |
| **STUDENT'S SIGNATURE:** | | |



**FACULTY OF ENGINEERING AND ARCHITECTURE**

**DEPARTMENT OF INDUSTRIAL ENGINEERING**

**INTERNSHIP COMMITTEE'S EVALUATION FORM FOR STUDENT INTERNSHIP**

|  |  |
| --- | --- |
| STUDENT’S FIRST AND LAST NAME |  |
| CLASS AND NUMBER |  |
| DEPARTMENT |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EVALUATION CRITERIA** | **VERY GOOD** | **GOOD** | **MEDIUM** | **INSUFFICIENT** |
| Using the Internship Notebook in accordance with the Rules |  |  |  |  |
| Effectiveness of Daily Reports |  |  |  |  |
| Compliance of the Internship Work with the Content |  |  |  |  |
| Student's Evaluation of the Internship Place |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EVALUATION CRITERIA** | **VERY GOOD** | **GOOD** | **MEDIUM** | **INSUFFICIENT** |
| Evaluation of the Internship Supervisor |  |  |  |  |

**Internship Commission Member Internship Commission Member**

First and Last Name: First and Last Name :

Signature/Date : Signature/Date:

**Number of Work Days Accepted:** ...............

**Internship Success Status:..................................**

A) His/her internship as ........ working days is ACCEPTED.   
B) Internship was NOT ACCEPTED.

**Approval of the Internship Committee Chairperson:**

**First and Last Name: Signature: Date:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRODUCTION INTERNSHIP EVALUATION CHECKLIST** | | | | | | | | | | | | | | | | | | | | | | |
|  | **STUDENT FIRST AND LAST NAME:** | **Photo** | **Number of Working Days** | **Intern Acceptance Form** | **Intern Attendance Schedule** | **Internship Place  Evaluation Form** | **Student Intern  Evaluation Form** | Company Information - History -  Vision and Mission | Organization Chart and  Department Information | Company Products - Sector | Facility Layout Plan | Production Planning -  Inventory Planning | Work Scheduling -  Capacity Planning | Product Routes -  Product Trees | Basic Production and Workshop  Transactions and Operations | MRP - ERP  Software Examples | Work Study | Shift Pattern and its Effects | Ergonomic Review | Problem Solving | General Evaluations | **CONCLUSION** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **MANAGEMENT INTERNSHIP EVALUATION CHECKLIST** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **STUDENT FIRST AND LAST NAME:** | **Photo** | **Number of Working Days** | **Intern Acceptance Form** | **Intern Attendance Schedule** | **Internship Place  Evaluation Form** | **Student Intern  Evaluation Form** | Company Information - History -  Vision and Mission | Organization Chart and  Department Information | Company Products - Sector | Facility Layout Plan | Management Decision Making Technique and Models | Strategic Planning and  Governance | Personnel Recruitment -  In-Service Trainings | Job Evaluation  Remuneration - Motivation | Quality Management System -  Documentation | Performance Measurement -  Three Efficiency Indicators | Marketing Strategies and  CRM | Network | MRP - ERP  Software Examples | Package Used  Programs and Applications | Preparation of Resettlement Plan | Capacity Calculations | Location Selection of Current Location  Investigation with Techniques | Production Planning for a Product, Program Loading and Sorting | Planning with MsProject | Simulation Application | General Evaluations | **CONCLUSION** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**ENDUSTRIAL ENGINEERING DEPARTMENT COMPULSORY INTERNSHIP APPLICATION PROCESS FLOWCHART(See pages 7-8)**

Submitting the documents to Student Affairs **at** **least 15 days before** the internship start date

-Three (3) copies of Compulsory Internship Form

-Two (2) copies Photocopy of Identity Card

-Two (2) copies of Student Identity Card

-Two (2) passport size photographs

Placing the Intern Acceptance Form in its place in the internship book

Submission of one (1) original copy of the Compulsory Internship Form and one (1) copy of the Internship Acceptance Form to the Internship Commission Presidency

Obtaining two (2) original papers, processed Compulsory Internship Forms and Insurance Entry Certificate from Student Affairs

To make two (2) copies of the completed cover letter

To make three (3) copies of the completed Compulsory Internship Form

<http://mmf.gelisim.edu.tr/Altmenu-2-1-hazirformlarveklavuzlar-.html>

b. Putting the other copy of the cover letter in an envelope with IGU letterhead and writing the company address on the envelope

a. Placing one (1) copy of the cover letter in the notebook

Submission of the cover letter envelope to the Internship Place Officer

Filling in the student address registration, population registration and internship location information of the Compulsory Internship Form on the electronic file

At the 12th page, **filling** the date of the cover letter on the **computer**

One (1) **copy** of the Compulsory Internship Form to be left to the Internship Place Officer/Supervisor

Signature of the cover letter and Compulsory Internship Form by the **Chair of the Department**

All three (3) copies of the Compulsory Internship Form must be signed **by the student**

Downloading the internship notebook

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To have three (3) originals of the Compulsory Internship Form signed **by the Chairperson of the Internship Commission**

Filling in the "Employer or Authorized" section of the Internship Acceptance Form and Compulsory Internship Forms and having **it stamped** and signed by the Internship Place Authorized Person/Supervisor

Printing two (2) copies of the **Intern Acceptance Form (at the 14th page)** documents on the page

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