

PROJ 302

Summer Project (Internship) Guideline

For Industrial Engineering Students

Summer 2017

Introduction

This document is prepared to give you an insight about the nature of the internship project, to point out some relevant resources, and to clarify the expectations of the IE faculty from the students. The principles set forth here are effective for all IE students.

The main web resource for PROJ 302 internship is the PROJ 302 Online Management System website at <https://mysu.sabanciuniv.edu/apps/fens/proj302/>. A list of all companies in which FENS students have completed their internships in the past can be found in <http://career.sabanciuniv.edu/en/companies-which-have-offered-internships-fens> on the Internship Office website.

For any legal issues (including social insurance, SGK) and procedures related to your internship company, you should contact the Internship Office at intern@sabanciuniv.edu, not your academic supervisor.

The important dates listed below. They are taken from the webpage <http://career.sabanciuniv.edu/en/internship/proj-302-undergraduate-summer-internship-fens-class>.

These dates will be strictly enforced.

Important Dates:

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|--|---------------------------|
| The last date students can enter a new project to the system: | <u>August 11, 2017</u> |
| The last date students can upload their reports to the system: | <u>September 15, 2017</u> |
| The last date students can upload their digests to the system: | <u>September 15, 2017</u> |
| The last date students can upload their posters to the system: | <u>September 15, 2017</u> |
| The last date for evaluations by students: | <u>September 15, 2017</u> |
| The last date for evaluations by company supervisors: | <u>September 15, 2017</u> |

Requirements and Expectations

Industry / Company / Department

The skills you acquire in the IE program apply to the problems of a diverse set of companies in various industries. Keep an open mind. You may look into companies in manufacturing, logistics and transportation, consulting, health care, energy, finance, telecommunications, etc. The public sector may also present good opportunities. Similarly, do not feel limited to production/manufacturing departments; you may encounter interesting IE problems in various other departments such as logistics, marketing, sales, finance, tactical and strategic planning, information technologies, procurement and supply chain planning, etc. There is no explicit rule against conducting internship at your family business (if there is one); however, considering your professional development, we strongly recommend that you choose some other company.

Regardless of where you conduct your internship project, we expect that you tackle a practical problem by applying the analytical skills, techniques, and methods you learned during your tenure in the IE program.

Content and Conduct of the Internship Project

The internship project may be motivated by a business problem the company is trying to solve. Alternatively, the project may be related to developing/designing a product/tool that the company is planning to employ in one of its processes. During your internship project,

- The company may present you with a well-defined project that you need to carry out individually.
- Your project may also be a small part of an ongoing project at the company. In this case, you must be aware of the big picture and be able to describe this project briefly. Moreover, you must understand how and where your own small project fits into the larger scope and be able to explain your goals clearly.
- The company may just give you a vague task or no specific task at all. Then, we expect you to observe the processes at the company carefully and define a useful project yourself with meaningful and clear objectives. Obviously, this is not an easy endeavor, and you may seek help and advice from your internship supervisor in the IE program. Scanning your notes in various

courses and brushing up on your background may also be a good idea to create potential project topics.

- If the company asks you to work in multiple projects, you should choose one as your main project and prepare your internship report based on this one. The existence of additional projects does not reduce our expectations about your main project. Feel free to provide short information about your additional projects in your report.
- Your project may require you to work in multiple departments of the company.
- Your internship project cannot be conducted in collaboration with other students. Students who may be assigned to the same department of a particular company have to choose different projects to report. Please note that the reports from students who conduct their internship at the same company will be compared against each other.

In any case, your “project” must entail a set of related tasks assigned to you with a clear end goal in mind. Moreover, you must approach it with an IE perspective; that is, the tasks within the scope of your project must be tackled by drawing upon (analytical) tools and methodologies taught in the IE curriculum.

Duration of the Project(s)

You are expected to carry out your internship at a single company for a minimum duration of 40 business days (8 weeks). Holidays are not counted towards your internship.

Under special circumstances, your supervisor may approve a project of shorter duration. However, that cannot be less than 30 business days (6 weeks). Then, your project must be complemented with a second internship of at least 20 business days (4 weeks). Once again, holidays are not counted. In such a case, you do NOT have to conduct a project in the internship with shorter duration. Still, we expect you to be busy with IE related tasks. Note that you must provide internship Information and get an approval on the PROJ302 Online Management System for that internship as well. In your internship project report, you should include a brief section discussing your tasks and experience during this shorter internship. This section does not need to be too extensive.

If your admittance year (to the university) is 2014-15 or later, you cannot conduct your internship while taking courses in the summer school. If your entrance year is earlier, you are strongly discouraged from

conducting your internship while taking courses in the summer school. In any case, the starting date of your internship must be after the final period in the Spring semester.

Getting Approval for Your Project

You must enter your description and get the approval of your academic internship supervisor no later than two weeks after the start of your internship. You can ask for an approval earlier of course; for example before you start your internship. If your project is known in advance, we strongly recommend you to contact your academic internship supervisor before you start and consult him/her whether that would be a suitable project for the course.

Also, be aware of the deadline in the PROJ 302 Online Management System for entering the descriptions. This is especially important if your academic advisor allows you to conduct two internship of (min) 30 + 20 business days long, and if you start one of these internships in the second half of the summer (provided that there is sufficient number of days for completion). Note that it is your responsibility to follow these deadlines. If you don't get an approval for your project, your internship is incomplete and you fail the course.

Do not proceed with your project before getting approval from your academic supervisor. As soon as the details of your internship project are specified, you should log in to PROJ302 Online Management System at <https://mysu.sabanciuniv.edu/apps/fens/proj302/> and fill out the approval form. Do not attempt to ask approval with a vague description such as "logistics department" or "improvement in production" etc. Your academic supervisor needs the following information before s/he can give her/his consent:

- Project title.
- Project description. The objectives should be stated clearly and concisely.
- Suggested method(s) of approach.
- Results and deliverables expected.

The length of the project description should be 150 to 200 words, and it must be written in English. Remember that it is your responsibility to ensure that the project description is well-suited for you.

You may refer to the file **PROJ302_IE_Sample_Project_Descriptions_2017.pdf** file for sample descriptions rejected and accepted in the past.

Internship Project Report

Preparing your report is a detailed task. For instructions and a detailed guideline, you should refer to **PROJ302_IE_Report&Poster&Digest_Guideline_2017.pdf** document. When evaluating your PROJ 302 Internship, your supervisors will first of all evaluate the adherence of your report to the instructions in this guideline.

Your internship report will be checked for plagiarism using the Turnitin software. Do not attempt to copy others' work (including any other internship reports). Know how to "cite" sources (including web sources) appropriately. You can fail the course just because of plagiarism.

Poster Presentation

You must prepare a poster presentation. Your posters will be on display outside the FENS building on the poster day(s). On (or before) the poster day(s), you will make a presentation to your supervisor. Your supervisor may ask you to make the presentation next to your poster or in his/her office. You must prepare well for the presentation and be ready for questions.

Digest

You must also prepare a digest for your internship. Refer to the document **PROJ302_IE_Report&Poster&Digest_Guideline_2017.pdf** and also PROJ 302 Handbook to see how to prepare the digest.

Evaluation of the Project

Your internship project will be evaluated by your academic supervisor. PROJ 302 is a pass/fail course; you either get an "S" standing for satisfactory or a "U" standing for unsatisfactory. Your grade is determined based on:

- Suitability of the project description/problem definition
- Adherence of the report to the standards and criteria outlined in **PROJ302_IE_Report&Poster&Digest_Guideline_2017.pdf** document
- Conduct of the project and content of your report
- Evaluation from your company supervisor, and
- Quality of your poster presentation.

It is your responsibility to make sure that your company supervisor uploads the evaluation report about your internship into the system. You will not pass the course without a positive report from your company supervisor. Also, if your internship project does not conform to the objectives set forth in the approved project description, or if the exposition of your report is poor, you will have to repeat PROJ 302.

Further Information and Advice

Before you begin your internship, establish communication with your supervisor(s) at the company via e-mail/phone and collect as much information as possible on your potential internship topics. You should be somewhat informed about the company, the industry, and the problem at hand before your first day.

You should regard the internship as a risk-free opportunity to get to know a potential employer and the industry. Therefore, try to get an internship where you may actually consider working after graduation. However, there is no need to get disappointed if your internship does not live up to your expectations. This bit of information is just as useful for your future preferences.

Do not procrastinate until the last days before the deadline to start writing your internship report. The best way to complete the report successfully and on-time is to devote some time to it during the internship while your experience is still fresh.

The internship is an opportunity to demonstrate your skills and understand what you may like to do in the future. You should take it seriously because chances are that you will be asked about your internship(s) during your job interviews.

Finally, we also would like to inform you that if you would like to conduct your internship abroad, you may also consider the Erasmus + Internship Mobility program of our university. Further information about the program is available at <http://career.sabanciuniv.edu/en/internship/erasmus> and <http://career.sabanciuniv.edu/en/content/erasmus-internship-program-applications-has-started> . You may contact the Internship Office if you have further questions about the program.