

QUESTIONS & ANSWERS FOR SUMMER INTERNSHIPS

How many days of compulsory internship should I complete?

You should complete a total of **40 working days** of compulsory internship, namely, Summer Internship 1 (20 working days) (ISE 307) and Summer Internship 2 (20 working days) (ISE 407). *Official holidays should be excluded from the internship days count.*

What is the difference between Internship 1 and 2?

The basic difference between them is that, in Internship 2, students will be required to report on more technical issues related to the organization when compared to the first internship. Internship 1 mainly helps students to have a broad understanding of the processes and activities related to industrial engineering (IE); whereas Internship 2 usually requires more advanced IE skills.

Are there any specific requirements for the content of these internships?

Yes, a minimum of 10 and a maximum of 20 working days of Internship 1 or 2 should be done with the manufacturing divisions of a manufacturing organization (the other internship can be done at either a manufacturing or service organization however). Therefore, at least one of the internships should be done at a manufacturing organization although the minimum of days that should be spent at the manufacturing division is 10 (the other 10 days of the internship can be spent at other management divisions such as finance, strategy, marketing, business analytics, investment, or sales). You can find two example situations in the table below.

What are the contents and language of the Internship Report?

The report format and content will depend on the type of internship. There are 2 types of report contents (namely, manufacturing and service) for each of the Internship 1 and 2. The students should use the relevant report content for their internships. You can find two example situations in the table below.

The “staj raporu şablonu” can be Turkish or English. (The company representatives should sign each paper of your internship report, and these representatives might not speak English. Therefore, the “daily report” can be Turkish or English according to the company.

In this “staj raporu” / internship report, the appendix part should include the particular report content, and on the other hand, the appendix language is English.

	Internship 1 (ISE307)	Internship 2 (ISE407)
Manufacturing Internship	Student A completes the first internship in a manufacturing organization where s/he spends 10 to 20 days in the manufacturing division, and uses ISE307_Report_content_manufacturing for creating the appendix in English.	Student B completes the second internship in a manufacturing organization where s/he spends 10 to 20 days in the manufacturing division, and uses ISE407_Report_content_manufacturing for creating the appendix in English.
Service Internship	Student B completes the first internship in a service organization and uses ISE307_Report_content_service for creating the appendix in English.	Student A completes the second internship in a service organization and uses ISE407_Report_content_service for creating the appendix in English.

What is meant by a ‘manufacturing organization’?

By a manufacturing organization, we mean a company or institution (from automotive, electronics, furniture, steel, food, pharmaceuticals, or a similar industry) that preferably performs a discrete production and manufactures a [physical product](#) (Examples: ABC Otomotiv, DEF İlaç, JKM Makina, XYZ Tekstil, etc.).

What is meant by a ‘service organization’?

By a service organization, we mean a company or institution (from finance, advisory, tourism, health, software, research, transportation/cargo or a similar industry) that doesn’t produce a physical product but offer [service products](#) to its customers (Examples: ABC Kargo, DEF Hastanesi, GHI Bankası, XYZ Yazılım, etc.).

Are there any pre-requisite courses for internships?

We require [ENS111 Occupational Health and Safety 1](#) or an equivalent for starting any of the internships (note that, from 2020 on, most companies require students to have completed an OHS course before their internship).

Can I do both internships in the same organization?

Yes, as long as you spend 10 to 20 working days of your internship at the manufacturing division and 20 to 30 working days at the management division, you can.

When should I start searching for an internship opportunity?

We strongly recommend students start searching for summer internships as early as March and find an internship ideally before the semester ends.

Is there any restriction about the timing of internships?

Internship 1 can be postponed to be completed together with Internship 2 in the summer period after the 6th semester, however Internship 2 cannot be done before its regular time. If Internship 1 is postponed one year, students can complete two internships back-to-back and in any order (provided that they satisfy all conditions for their internship and make sure that the two internship periods do not overlap).

Can I do my internship during the semester break?

Yes, internships can also be done during the semester break as long as their durations are scheduled to a period between the end date of final exams and the start of the Spring semester. In this case, your department will offer the internship course (ISE307 or ISE407) for the Spring semester and you will need to enrol in that course.

For which issues should I contact ÖMER, rather than the Department?

ÖMER is primarily responsible for coordinating the overall internship activities. This includes: helping students with the internship process and company applications, establishing a network with potential companies for internship, providing all forms and document templates related to the internship process, initiating the SGK insurances of students, and informing students about which document/form to be submitted before/during/after their internships. For these issues, students should contact ÖMER at [this email](#) or campus directly.

What are the documents and forms to be used before and after the internship and when they should be submitted?

Although the most up-to-date information should be obtained from ÖMER, we can mainly talk about 3 types of documents to be submitted by students. These are: (i) [Internship Application Form](#) (filled

by student in 3 copies and handed in to ÖMER at least 10 days before the internship start date), (ii) [Internship Report](#) (filled by student during the internship and handed in to Department within the first 15 days of the Fall semester following the internship), and (iii) [Internship Assessment Form](#) (filled by company representative and handed in to Department together with the Internship Report).

What are the roles of the Department during the internship process?

The Department is in charge of approving internship application documents, as well as processing the Internship Report and Internship Assessment Form to make a pass/fail decision on your internship. Department Internship Coordinator should be contacted if any clarification about the internship process is needed.

How do my internships results appear in my transcript?

In our course plan, there are two courses for internships, namely, ISE307 Summer Internship 1 and ISE407 Summer Internship 2, which will be open during the fifth and seventh semesters, respectively. Each of these courses represents one type of internship (each with 20 working days). Once the students have enrolled in an internship course and submitted the necessary forms and documents following their internship (within the first 15 days of the Fall semester for internships completed during the summer period), the Department will process the documents and conclude a pass/fail decision.

Can a remote internship be done during the semester?

Yes, contrary to a physical internship, a remote internship can also be performed during the semester provided that the student arranges her/his internship before the course registrations and enrolls in an internship course (ISE307 or ISE407). However, remote internships should be performed only in days where the student has no classes and/or on Saturdays.

What are the conditions for an online/remote internship?

If the company provides both remote and physical internship options but the student prefers remote internship, then, the student should provide a signed letter which states that “*she/he chooses the remote internship option at her/his own wish and assumes the responsibility to tackle possible operational shortcomings of having a remote internship*”. In that case, the students will have to acquire the answers to the company-related questions in the Internship Report by contacting the company representatives directly and/or through internet research.

I still have some questions about the operational aspects of the internship process.

Then, you should take a more detailed look at the Department website for internships or contact ÖMER via this email or at campus.

I still have some questions about the technical content of internships.

You should contact the Department Internship Coordinator.