

GAZI UNIVERSITY

DEPARTMENT OF INDUSTRIAL ENGINEERING PROCEDURES AND PRINCIPLES OF SUMMER PRACTICE AND WORKPLACE TRAINING

This directive defines the general rules of summer practice, the principles of preparing summer practice reports and summer practice topics for Industrial Engineering Undergraduate students in the framework of “G.U. Summer Practice-Workplace Training Directive”.

Summer practice is a practice study carried out in private or public workplaces, which is foreseen to observe the application of engineering knowledge taken in engineering undergraduate education in working life, and within the education process, the time, duration and subject of which are deemed appropriate by the departments in line with the principles stated below.

Students develop their practical knowledge and skills related to the courses they have taken or will take in their education by doing summer practices with the codes of IE 301, IE 401, respectively.

Summer practices during engineering education aim to help students discover their areas of interest, prepare them for business life and put the learned theoretical knowledge into practice.

1. Summer Practice Dates and Durations

- a. Summer practice; after the fourth semester, during academic holidays, in two semesters of **at least 20** working days each. If the organization also works on Saturdays, the student can continue his summer practice on Saturdays, provided that this situation is documented. Each summer practice period has to be completed in a different company. However, students who are in waiting status can do their summer practice at any time of the year, if the department chair deems it appropriate, depending on the number of courses they have to wait. Evaluation of the summer practices is done within two months at the latest after the delivery of the summer practice books. Students who have not completed their first summer practice and whose first summer practice has not been accepted cannot take the diploma project course. Summer practice II subjects, in parallel with the teaching plan, "subjects related to the summer practice of each semester" consist of answers and discussions regarding the questions determined in the subjects of Summer practice I and Summer practice II.
- b. The first summer practice must be completed in a manufacturing company. The student should be able to be in the workshop and be able to see the various production processes up close. In the second summer practice, the manufacturing company condition not searched.
- c. Each summer practice is considered as a course and is indicated with a course code in the student's transcript, in the semester program following the date of the summer practice. The student must take this course. For these courses, one of the grades of B (Successful) or K (Unsuccessful) in accordance with the relevant regulation is given.

2. Summer Practice Place

Summer practice quotas reserved for the University by public and private institutions are announced on the Department's summer practice board. Applications for these postings are made by the student. Apart from these, students will determine the organizations they will do their summer practices by themselves. Organizations selected by the student should have the following characteristics:

- It should be an organization that produces or provides technical services on summer practice-related issues. Summer practices cannot be done only in marketing and sales organizations.
- Students who want to do summer practice in a bank within the scope of service summer practice are required to do their summer practice at the Head Office, Regional Directorates or Corporate Banking branches.
- There must be at least one Engineer responsible for interns in the organization.
- The organization should have a Quality Assurance System.

While making a Summer Practice Application, the following procedure is followed:

1. A document showing that he/she is a student of the Department and which summer practice he/she will do is taken from the Head of the Department.
2. Students can apply for summer practice to the workplaces they want to do summer practice by printing out the Compulsory Summer Practice Bonus from the summer practice database specified under the summer practice link on the Department's website.
3. If the company they want to do summer practice accepts the application, the student downloads the COMPULSORY SUMMER PRACTICE FORM from the Department page and fill in the relevant fields. He / She makes two copies and pastes his/her photograph. Before submitting it to the department, he/she has the relevant places (Employer Part) signed and sealed by the company where he/she will do the summer practice. The Summer Practice Committee decides on the suitability of the summer practice place. More than one summer practice cannot be done in the same workplace.
4. If the Department Head deems it appropriate to do a summer practice in the aforementioned company, the "Summer Practice Guide" (4 Pieces) in the Department link is printed out, filled in, the picture is pasted and approved by the Department Summer Practice Commission.
5. Each student, when starting the summer practice, has to give the summer practice success certificate written "Hidden" in this guide to the workplace. At the end of the summer practice, one of these forms is sent by the workplace to the Department Summer Practice Commission. It is the student's responsibility to ensure this. The other is kept by the workplace.

GENERAL RULES

In accordance with the summer practice rules of Gazi University Faculty of Engineering;

1. Summer practices are done in the summer months when there is no education. In other words, summer practices cannot be done during the February holiday.
2. Each summer practice is done without interruption, except for public holidays and valid excuses.
3. Work on public holidays (Saturday, Sunday and public holidays) that can be included in the summer practice period must be documented.
4. Students cannot be allowed during their summer practice by the institutions where they do summer practice.
5. Students who have completed their course obligations are not required to do their summer practice in the summer term.
6. Students in waiting status can do both summer practices one after the other, but only in the appropriate enterprises on the subjects listed in the summer practice rules.
7. Both summer practices that students are obliged to do will be done in appropriate and different institutions and businesses which they are listed in the summer practice rules and with different characteristics.
8. Summer practice can be done during make-up exams. However, if the summer practice student has taken the make-up exam or exams during this period, the days in question are not counted from the summer practice period. The student has to make up for the days taken for the exam. The summer practice of the student who does not add it to the summer practice period despite taking the make-up exam will be deemed invalid due to "missing summer practice period".
9. Students who find the summer practice place themselves are required to bring sufficient information about the place where they will do their summer practice and have it approved by the Department Summer Practice Committee before starting the summer practice. Summer practices cannot be done in unapproved places. Again, the summer practice cannot be started before the date the Department Summer Practice Committee accepts the student's summer practice application. This situation is also valid for summer practice studies done abroad.
10. "Gazi University Summer Practice-Workplace Training Directive" is posted on the Department Chair's board for students who will start their summer practice. Students will prepare their summer practice reports according to these rules in terms of "subject and format".
11. Students who have completed their summer practice abroad can write their summer practice reports in either Turkish or English.

12. The summer practice report will be written in accordance with the “summer practice program” and “summer practice rules” covering the summer vacation period.
13. The photographs used in the Summer Practice Success Certificate or Registry slips must be original and photocopied photographs should not be used.
14. Each department has a Summer Practice Committee, which includes at least one faculty member. This commission carries out the summer practice works related to the department responsibly the Head of Department. The members of the commission are elected by the department chair or the academic board of the department.
15. The student who does not write his/her report in accordance with the requested content and format is asked to bring his/her report to the desired state within two weeks if his/her summer practice is successful. Students who do not submit the required report within this period or whose reports are rejected have to repeat their summer practice.
16. The student whose status is average F in the certificate of achievement or whose attendance status is F must repeat this summer practice.
17. Summer practice success grades are sent to the Directorate of Student Affairs by the Department as B (Successful) or K (Unsuccessful) and recorded on their report cards from the system.
18. Students who are within the scope of the Double Major program must do at least one additional summer practice related to their second branch.
19. In the evaluation of summer practice documents and exemption from summer practices, the Industrial Engineering Summer Practice Commission is authorized in cases other than the issues described above.
20. The student, who has completed his/her summer practice, within one month at the latest, starting from the beginning of the semester following the summer practice, delivers a digital (“.doc” format) and hardcover copy of the summer practice book prepared in the form specified in the annex of this directive to the department summer practice supervisor. The summer practice of the students who do not submit the summer practice book on time is considered unsuccessful.
21. Each student has to give the "Confidential" sign "**Summer Practice Success Certificate**" given to him/her herewith the summer practice book to the institution (to the workplace) where he/she will do his/her summer practice. At the end of the summer practice, these forms (Departmental copy and Student Affairs copy) will be sent by registered mail to the Department Summer Practice Committee by the workplace. It is the student's responsibility to ensure this. The other document (Copy of the Organization) will be kept by the workplace.