**INDUSTRIAL TRAINING (IT)**

**IENG210/310/410**

**MANE200/300/400**

**FREQUENTLY ASKED QUESTIONS (FAQ)**

# *\* Please let us know if there are any missing points or anything not clear enough*

# The Company

1. **Who is responsible of finding an “acceptable” company for the training?**

Students! Because this is an important part of their education.

1. **Which companies are “acceptable” for the training?**

The companies should satisfy the following criteria:

1. IENG210/MANE200: A “manufacturing factory operating in assembly industry or process industry” with at least 50 personnel of which minimum 2 Engineers (from any discipline).
2. IENG310/MANE300: A “manufacturing factory operating in assembly industry or process industry” with at least 50 personnel of which minimum 2 Engineers (at least one should be **IE/MANE**).
3. IENG410/MANE400: It can be a “manufacturing factory operating in assembly industry or process industry” or a “service production” company. For “assembly industry” or “process industry” companies, there should be at least 50 personnel of which minimum 4 Engineers (at least one should be **IE/MANE**). For “service production” companies there should be at least 25 personnel of which 4 Engineers (at least one should be **IE/MANE**. For the remaining 3, **MBA** holding professionals can also be accepted).
4. “Factory operating in **assembly industry**” involves assembling operations (*e.g.* automotive, white goods, electronics, furniture, house products, water pumps, lighters, 0.5 pencils, machine parts, garment etc.).
5. “Factory operating in **process industry**” (*e.g.* milk – coke - ayran – beer – wine – oil - cheese – biscuit – chewing gum - hot dog – salt – sugar - jewellery – fertilizer – textile – weaving - paint – paper - petroleum – timber – medical drugs – cosmetics – pharmaceuticals - chemical - shampoo – soap - iron – steel - tube – glass – ceramic – cement - pipe – rubber – tire etc.).
6. “**Service sector**” (*e.g.* banking – consulting – finance – health – tourism – software - transport – hospitals - communication (Turkcell/Vodafone etc.)
7. The Company should be functioning **actively** during the period of training.

#### Application Procedure

1. **How to APPLY for an industrial training?**

Students should follow the following steps:

1. Find an acceptable company that will allow you to perform your training.
2. Take the IT Application form from the Secretary, fill it, and go to Department Chair to get approval for the company you found (you can propose at most 3 companies in the form). After approval, the form should be submitted back to the Secretary. Trainings done without completing the approval process will not be accepted.
3. After the approval of the company by the Department Chair, you should ask the company to send us an official *Acceptance email* stating that they accepted you, and the exact dates of your training.
4. Some companies may ask you to prove that “you are a student that must perform this training”. No problem! Just ask our Secretary to send them an official letter.
5. If you are going to perform your training in **Turkey** or **TR of** **Northern Cyprus**, due to “student trainee insurance law” you should fill 3 copies of “Compulsory Internship Form” (in Turkish “Zorunlu Staj Formu”) that can be downloaded from (https://ie.emu.edu.tr/en/department/industrial-training). Each of these forms must have personal photos attached and filled-in electronically (not hand written). All copies must be signed by the student, Department Chair, and Dean of Faculty of Engineering. Additionally 3 copies of your passport’s relevant pages (for international students)/Identity Card (for Turkish students) is required. After getting approvals all documents must be submitted back to our Department Secretary.

**For the citizens of Turkey only:** Additionally you have to provide 3 copies of *Müstehaklık Belgesi* as well (this document can be downloaded from: <https://www.turkiye.gov.tr/spas-mustahaklik-sorgulama>, requires password).

1. Students should obtain Industrial Training (IT) **Log-Book**, and IT **Booklet** from the University bookstore (Deniz Shop) before leaving for the training. Log-Books should be stamped by the Department Secretary.

## Log-Book

1. **What is a Log-Book?**

The Log-Book is a booklet prepared to keep a record of activities of the student and a detailed evaluation of the student's work during the training period. The **Q**uestions & **T**asks to be answered are also in this Log-Book. The student’s trainee Supervisor in the company should complete all the information requested in the Log-Book. The Log-Book should be stamped by the Department Secretary before leaving for the training.

1. **Similarity of various Log-Books**

Be careful not to buy a wrong Log-Book! In the shelves of Deniz Shop there are many Log-Books of other departments that look similar.

1. **When and how should the Log-Book be returned to the Department?**

Log-Books must be submitted to the Department Secretary latest at the *Last Day for Course Add/Drop period* specified at EMU Academic Calendar, otherwise you cannot register for the training course. Reports and other materials are submitted at the Last Working Day Before the Midterm Exams period (specified at EMU Academic Calendar). Log-Books should be in a sealed & stamped envelope and signed by the Company, since it has confidential information about the students.

## Industrial Training (IT) Booklet

1. **What is the aim of the Industrial Training BOOKLET?**

The IT Booklet is (prepared in November 2007) to guide the Industrial Engineering students in their industrial training. Although some parts of the IT Booklet need updating the following contents will be very useful

1. IE topic explanations,
2. Instructions for report writing.

 Industrial Training BOOKLET is also available for sale in the Deniz Shop.

# Submission and Evaluation of the Reports

1. **When to submit the Reports to the Department?**

The reports must be submitted latest on the last working day before the midterm exams period (check the University Academic Calendar).

1. **What should be the *format* and *writing style* of the Report?**

In your report, *Chapter and Section/Subsection* ***numbering*** and ***headings*** should exactly be the same as the ones written in front of each Question/Task in the Log-Book (at the back of the Log-Book). The report must be prepared in accordance with the technical report writing specifications given in the Department website: <https://ie.emu.edu.tr/en/others/report-writing>

1. **Is it possible to include documents other than English language?**

All the documents in the report should be in English. The documents in other languages can also be included but complete translation of the content must be provided. The meaning of significant words other than English should also be given in the Glossary.

1. **How are the IT Reports evaluated?**

The IT report evaluation is based on:

1. The answers you have given to the Questions (**Q**) & Tasks (**T**) provided at the back of the Log-Book (for **IENG410**; IE Problem Report is evaluated separately).
2. The format, writing style of the report, and the English throughout.
* **What are the limits for a Report to be *Satisfactory*, *Incomplete* or *Unsatisfactory*?**

The following grade limits apply for all three trainings:

1. Passing limits: **Q part:** At least 2.0 to Pass. **T part**: At least 2.5 to Pass.
2. Incomplete limits: **Q part:** Between 1.0 – 2.0. **T part**: Between 1.5 – 2.5.
3. Failing limits: **Q part:** Below 1.0 Fails. **T part**: Below 1.5 Fails.
* For **IENG410**: Additional Report of **IE PROBLEM**: Incomplete is given for the grades between 2.0 – 3.0. Above 3.0 Passes, below 2.0 Fails.
1. You have to pass both of the “**Q part”** and “**T part”** separately, *i.e*., failing only from **Q part** or **T part** means failing from the training. Also for **IENG410** failing from **IE PROBLEM report** means failing from the training.
* Be aware that due to the limits above, your report may **Fail** right after the first evaluation of the evaluator.
1. Failing from Report means repetition of the training
* **What happens if I do not provide answers for some Questions (Q) or Tasks (T)?**

For every unanswered **Q** and/or **T**, you will lose the points of your best graded **Q** and/or **T**, respectively. Therefore you should do your best to answer every **Q** and **T**.

* **How many chances are given to correct an “Incomplete” Report?**

Only one chance is given for the “Incomplete” reports to be improved.

* **If the Company does not give you some data/information needed in the report?**

No problem, just write this fact in your report, assume/estimate the missing data and continue answering. But you should be aware that for every unanswered **Question** and/or **Task**, you will lose the points of your best graded **Question** and/or **Task**, respectively.

1. **What’s the importance of filling *page 8* of the Log-Book?**

*Page 8* of the Log-Book is dedicated for the managers/engineers coming from Industrial Engineering or a closely related field. Students performing their training in Turkey or N. Cyprus should ask these manager/engineers to go through this page and fill it if they are interested to give a seminar (IENG/MANE444) to our senior students in English language. The seminars should be about real life practices of Industrial/Management Engineering.

1. **Is it sufficient to provide a Reference List in the report?**

No! The Reference List and the text of the report should be linked, *i.e.* in the report text, the work of others should be referred in the Reference List.

* **What will happen if you copy some parts from other student’s report?**

Cheatingfrom other reports is easily recognized by the **Turnitin software**. In this case a “U” grade is given, which means repetition of the Industrial Training. Additionally such students will be reported to *EMU Student Disciplinary Committee*. Minimum penalty given for such circumstances is 35 days dismissal from the University.

**Note:** The Report Evaluators may ask you to *make a presentation* of your training.

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#  Training Period

1. **What is the duration of an industrial training?**
* **IENG210/MANE200**: Minimum of 10 working days
* **IENG310/MANE300**: Minimum of 15 working days
* **IENG210/MANE400**: Minimum of 20 working days
1. **Is it possible to continue training on Saturdays too?** (*Thursdays* for Islamic Calendar)

Only if the company confirms it by sending us an official letter. In the letter it should be stated whether it is a half-day work or full day work.

1. **Is it possible to make industrial training during the night-shift?**

No! Generally only production departments work during the night-shift. Activities of other departments like accounting, purchasing, sales, marketing etc., can only be examined during the normal day shift.

1. **Can I make my training during Winter break?**

Yes! if there are enough working days to complete the training before the start of the course registration period (check University Academic Calendar). Since you have to perform 3 industrial trainings and they are pre-requisite to some other core courses, you should plan them much earlier. Otherwise your graduation may be delayed.

1. **Can an industrial training be done in parallel to Summer School?**

 No!

1. **Is it possible to perform industrial training before or after the Summer School?**

Yes, if there are enough working days to complete the training before the start of the course registration period (specified at EMU Academic Calendar).

1. **Can an industrial training period be split into two parts?**

Normally not! Training should be continuous and completed within a single period. On the other hand, for the reasons like unexpected production shutdown in the factory, or health reasons etc. the student will be permitted to split the training into two parts only. In such cases valid documentation and Departmental approval is needed.

1. **Is it possible to perform two industrial trainings in the same Summer break?**

Yes, but the academic prerequisites conditions for both trainings should be satisfied and the previous training report must be submitted to the Department.

# General Information

1. **Is "performing” the training alone, sufficient to be registered to IENG210/310/410 or MANE200/300/400 courses?**

No! You will be registered to IENG210/310/410 or MANE200/300/400 course only if the Report, Log-Book and all other IT related materials are submitted on time, and if

1. visit of at least 5 departments in the company is specified in the Log-Book by the trainee Supervisor
2. the Log-Book is signed by the company and returned to Department in a sealed and stamped envelope
3. an official company letter, stating that the student successfully completed the training (including the period of training), is sent to the Department.

 **List of all IT related materials to be submitted to the Secretary on time:**

* **IENG210/MANE200:** the report **+** its softcopy **+** official letter of the firm specifying the dates of your training & completion **+** Log-Book in sealed & stamped envelope.
* **IENG310/MANE300:** the report **+** its softcopy **+** official letter of the firm specifying the dates of your training & completion **+** Log-Book in sealed & stamped envelope.
* **IENG410/MANE400:** the report **+** its softcopy **+** **“IE/MANE Problem” report** + its softcopy **+** official letter of the firm specifying the dates of your training & completion **+** Log-Book in sealed and stamped envelope.
1. **What are the pre-requisites for IENG210/MANE200?**

The courseIENG112/MANE112 (Introduction to Industrial/Management Engineering) should be taken earlier.

1. **What are the pre-requisites for IENG310/MANE300?**

All freshman year courses must be taken & IENG210/MANE200 completed.

1. **What are the pre-requisites for IENG410/MANE400?**

A student can apply for the third industrial training if

1. s/he completed IENG310/MANE300
2. **Under which circumstances must an industrial training be repeated?**

An industrial training must be repeated if

1. The industrial training report evaluation results "Unsatisfactory".
2. The industrial training Log-Book, Letter of Acceptance, Report or any other written/electronic materials are missing or not submitted on time.
3. Cheating is detected (disciplinary action will follow).
4. **Is it possible to make industrial training in a company that does not employ any Industrial/Management engineer?**

No! (the only exemption is the first training). Working with an Industrial/Management engineer in a real workplace is a crucial advantage and provides great opportunity for you to observe the Industrial/Management engineering studies and problems, and receive a lot of useful feedback.

1. **When should I start looking for the companies for training?**

Some companies have specific periods for training applications. Therefore it is strongly recommended that students apply as early as possible.

1. **Is it possible to perform industrial training in the Turkish Republic of Northern Cyprus?**

There are limited many facilities located in the Turkish Republic of Northern Cyprus (TRNC) that Industrial/Management engineering applications can be observed. Thus the students are advised to search for companies located in Turkey or other countries that have variety of industries.

1. **What is the advantage of having an industrial training in a well-known, large-scale and technologically advanced company?**

The greatest advantage is to learn, get experience, and have the opportunity to be employed by the company after graduation. Also a CV containing experience in such a company has better chance in a possible recruitment.

1. **Is it possible to perform another training in the *same* facility?**

No! But if the company has other factories at a different location and producing different products, it is possible. For example, Arcelik has several factories located in Ankara, Istanbul, Eskisehir, etc. All these factories produce different products such as washing machines, refrigerators, dishwashers etc.

1. **Can a company be altered after the industrial training started?**

Yes! This is possible only if the student:

1. Provides/Documents valid reasons that will be approved by the Department
2. Re-follows the steps necessary to apply for an industrial training in the new company, and obtains the Department's approval.
3. Duration spent in the first company can not be counted for the second.
* **What are the benefits of Industrial Training?**

 Industrial training is intended to:

* extend the student's already gained theoretical knowledge by putting it into practice, and provide insight to the future courses
* provide an introduction to real-world practices of Industrial/Management Engineering and organizational problems in an industrial company
* be a part of multidisciplinary and culturally diverce environment
* help the student to gain an idea about the sector that s/he performed the training
* provide students an opportunity to show themselves to the professionals
* explore a career field
* test out career choices
* develop further self-belief
* develop capacity to work independently and collaboratively
* leverage the professional network
* establish a stronger CV with more work history content