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**İSTANBUL KÜLTÜR UNIVERSITY**

**FACULTY OF ENGINEERING**

**DEPARTMENT OF INDUSTRIAL ENGINEERING**

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| IKULogo **IE5802 INDUSTRIAL TRAINING I**  **INTERNSHIP REPORT**  A Project Report Presented to  **Department of Industrial Engineering**  İstanbul Kültür University  In Partial Fulfillment of the Requirements  For Internship Course  **Internship Period:**  **DD/MM/YYYY - DD/MM/YYYY**  **By**  **< Student Name >**  **< Email Address>**  **Employer Information**  **< Company Name >**  **< Name of Manager >**  **< Contact Info for Manager >** |

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# COMPANY INFORMATION

[This section must be minimum 5 pages].

* Give the organization's location and specify the address.
* State the vision and mission of the company.
* Evaluate the location of the company in terms of:

» Proximity to raw material and market,

» Transportation facilities,

» Water, energy and employee infrastructure,

» Environmental pollution, climate, legislation regulations.

* Give the information about the company's capital structure.
* Indicate the position of the company within the sector.
* Give the information on the company's product range, the current distribution system, and after-sales services (if exists).

## Organizational Structure

* Give the information of the company’s organisational structure (organisation scheme), number of employees, educational level of employees, governing structure (centralized, decentralized).

## Operations of Business Functions

* Give the details of company’s Information Technologies (IT) (softwares, databases, network connections, number of computers, absence of necessary IT applications, planned investments in IT, your evaluations.).
* Indicate Industrial Engineering activities within the organization.

# INTERNSHIP EXPERIENCE

[This section must be minimum 7 pages].

Explain your duties, observations, suggestions about your internship as general that includes both company and yourself.

## Roles and Responsibilities of the Department

* Give the organizational structure of the department, responsibilities of individuals, which departments has the relations with your department.

## Internship Responsibilities and Duties

* Develop a Gantt Chart to show your daily activities as given the below table.
* Explain the tasks in detail.

Table . Gantt Chart representation of the internship period.

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| **Tasks** | **Days** | | | | | | | | | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** |
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# OBSERVATIONS ON COORPORATE SUSTAINABILITY

Please give information on the activities performed in the company for the following sustainability concepts:

* Social responsibilities (Occupational health and safety)
* Environmental responsibilities
* Legal responsibilities
* Ethical responsibilities

# COMPANY/INTERNSHIP EVALUATION

Student should evaluate the internship and the company.

(A scale of 1 – 10 with 10 being the most positive should be used.)

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| **Evaluation Criteria** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| I implemented Industrial Engineering methods in the company. |  |  |  |  |  |  |  |  |  |  |
| I had chance to improve my knowledge and skills during my internship. |  |  |  |  |  |  |  |  |  |  |
| I had support from the company staff during my internship. |  |  |  |  |  |  |  |  |  |  |
| I recommend the company for other students’ internships. |  |  |  |  |  |  |  |  |  |  |
| I am satisfied with my internship in this company (overall score of the internship). |  |  |  |  |  |  |  |  |  |  |

Please write your experiences for the following topics:

* The strengths of the company
* The weaknesses of the company
* Your learnings and implemented methods during your internship