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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

**All the highlighted texts are added for informative purposes. Must be replaced with your own phrases.**

**[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).

Build an organizational chart of the firm as a figure in English (i.e. Figure 1).

**Each figure and table must be mentioned in the text. (i.e. “Organizational structure of the company can be seen in Figure 1.”**

Figure 1. Organizational chart of the company

## 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.

**Each figure and table must be mentioned in the text.**  **(i.e. “All the tasks I was reponsible for is listed in Table 1.”)**

Explain the tasks in detail.

Table 1. 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

**Do not forget to add Confirmation Form and Intern Evaluation Form in the end.**