**INTERNSHIP REPORT**

By

<Name, Surname>

submitted to the College of Engineering, Department of Industrial Engineering,

Antalya Bilim University

2018

**Part 1. Student Information**

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| **Student ID:** |  |
| **Name Surname:** |  |
| **Department:** |  |
| **Academic Adviser:** |  |

**Part 2. Internship Information**

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| **Internship Order (First/Second/Third)** |  |
| **Internship Semester** |  |
| **Begin – End Dates** |  |
| **Institution Name** |  |
| **Address** |  |
| **Department** |  |
| **Department Manager** |  |
| **Supervisor Engineer** |  |

(Supervisor Engineer Initials)

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| **Institutional Information** |
| **Provide the following information about** **your internship institution:**   * Information about the institution (The company's name, date of establishment, location, type, size and the organizational structure, number of personnel and properties, layout, capacity,.., etc. properties.) * The organizational structure * Field of operations and activities of the institution (i.e. information about products or services or projects of the institution) * The number of Industrial Engineers and their positions * The objectives of the department you worked in, and its relations to other departments   . |

(Supervisor Engineer Initials)

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| **Internship Experiences** |
| **For the ‘’PRODUCTION’’ trainee**   1. Specify inputs (raw materials, semi-finished products, capital, ...) that contribute to the production of the operator. 2. Briefly introduce the looms and equipment used in the operation. 3. Explain the relationship between the company and the suppliers of the company. 4. Draw detailed production flow chart (introduction of process from raw material input to final product) related to main product. 5. Review the cost analysis infrastructure of the business. Examine the cost analysis sub-structure of the business. In the operation, do a sample cost analysis study that includes head-to-head analysis. Is the entity calculating unit prices for products? Provide information on how it is calculated. 6. Describe how the production planning activities are carried out; give information about how decisions about what, when, and how much are made. 7. What types of stocks are in operation? Provide information about the operator's stock management policies and practices. 8. How much importance is attached to quality control? Is there a total quality management practice? Which quality control techniques are applied for which problems? Where does quality control apply in the manufacturing flow? 9. What are the experiences you have achieved with this internship? Was your internship beneficial to you? If not, please indicate the reasons. 10. Do you think that this practical work instruction given to you is enough? You can add and respond to the topics and questions you want to add. 11. Define a problem verbally within the scope of the operation research, dissolve, interpret and analyze the sensitivity by establishing the linear programming problem corresponding to this verbal recognition. |
| **For  the ‘’MANAGEMENT’’ trainee**   1. Mention the place of the industry in the country economy and the relations with the related sectors. 2. Explain what kind of precautions are taken against service mistakes. Indicate your ideas for improvement. 3. Describe the structure of customer relationship management. Write your suggestions on how it should be better. 4. Briefly mention the planning techniques in operation. 5. Apply one or more of the statistical analysis and evaluation techniques within the firm. 6. Provide information about the existing reporting system in operation. What programs are used as a reporting tool (SAP, Access, Excel, Crystal Reports, etc.)? 7. Briefly mention the firm's demand / order management, the planning and stock control techniques in operation. 8. Indicate how you can solve any other problem you might have with your business using Industrial Engineering techniques. 9. What are the experiences you have achieved with this internship? Was your internship beneficial to you? If not, please indicate the reasons. 10. Do you think that this practical work instruction given to you is enough? 11. Try to solve a problem in industry using any of the operation research models. |

(Supervisor Engineer Initials)

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| **Weekly Internship Notes** |
| In this part (week by week)   * Explain the tasks that were assigned to you. * State your observations in a detailed way. * Attach pictures if any.   **First Week:**  **Second Week:**  **Third Week:**  **Fourth Week:** |
| **General remarks about the internship and experiences gained** |

(Supervisor Engineer Initials)

**SIGN**

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| Student Name Surname  Date: | Institutional Department Manager Name Surname  Date: |
| Supervisor Engineer Name Surname  Date: | Academic Advisor  Date: |

(Supervisor Engineer Initials)

**Guidelines**

1. You can extend the writing spaces as long as you need while filling out the report.
2. You can attach pictures to enrich the content of your report.
3. All pages of your report should be initialized by the supervisor engineer.
4. You need to get an approval signature from the institution manager and supervisor engineer. Signatures must be in blue ink.