A Report Submitted to

İstinye University

Department of Industrial Engineering,

İstanbul

for the Requirements of

**ISE 307 – Summer Internship 1**

**Summer 2022**

Performed by

**<Name>**

**<Student ID Number>**

at

**<Company Name>**

**<Department/Division Name>**

**Date**

### **ÇALIŞMA ÖZETİ**

### Summary of Work Done

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ÇALIŞTIĞI BÖLÜM Department Worked | BAŞLAMA TARİHİ  *Starting Date* | AYRILDIĞI TARİH  *Completion Date* | ÇALIŞMADIĞI GÜN SAYISI  *Number of Non-working Days* | ÇALIŞTIĞI GÜN SAYISI  *Number of Working Days* |
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### **HAFTA BAZINDA YAPILAN ÇALIŞMALAR**

### Work Done on Weekly Basis

**WEEK I**

*Hafta I*

|  |  |
| --- | --- |
| HAFTA BAŞLAMA TARİHİ  *Week Starting Date* |  |
| HAFTA BİTİŞ TARİHİ  *Week Ending Date* |  |

|  |  |  |
| --- | --- | --- |
| GÜN  *Days* | YAPILAN İŞLER  *Work Done* | ÇALIŞILAN SAAT SAYISI  *Hours Worked* |
| PAZARTESİ Monday |  |  |
| SALI Tuesday |  |  |
| ÇARŞAMBA Wednesday |  |  |
| PERŞEMBE Tuesday |  |  |
| CUMA Friday |  |  |

|  |  |
| --- | --- |
| ÖĞRENCİNİN İMZASI  *Signature of Student* |  |
| ÇALIŞTIĞI BÖLÜM  *Department Worked* |  |
| KONTROL EDENİN ADI ÜNVANI  *Name and Title of Controlling Supervisor* |  |
| İMZA ve KAŞE  Signature and Stamp |  |

### **HAFTA BAZINDA YAPILAN ÇALIŞMALAR**

### Work Done on Weekly Basis

**WEEK II**

*Hafta II*

|  |  |
| --- | --- |
| HAFTA BAŞLAMA TARİHİ  *Week Starting Date* |  |
| HAFTA BİTİŞ TARİHİ  *Week Ending Date* |  |

|  |  |  |
| --- | --- | --- |
| GÜN  *Days* | YAPILAN İŞLER  *Work Done* | ÇALIŞILAN SAAT SAYISI  *Hours Worked* |
| PAZARTESİ Monday |  |  |
| SALI Tuesday |  |  |
| ÇARŞAMBA Wednesday |  |  |
| PERŞEMBE Tuesday |  |  |
| CUMA Friday |  |  |

|  |  |
| --- | --- |
| ÖĞRENCİNİN İMZASI  *Signature of Student* |  |
| ÇALIŞTIĞI BÖLÜM  *Department Worked* |  |
| KONTROL EDENİN ADI ÜNVANI  *Name and Title of Controlling Supervisor* |  |
| İMZA ve KAŞE  Signature and Stamp |  |

### **HAFTA BAZINDA YAPILAN ÇALIŞMALAR**

### Work Done on Weekly Basis

**WEEK III**

*Hafta III*

|  |  |
| --- | --- |
| HAFTA BAŞLAMA TARİHİ  *Week Starting Date* |  |
| HAFTA BİTİŞ TARİHİ  *Week Ending Date* |  |

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| --- | --- | --- |
| GÜN  *Days* | YAPILAN İŞLER  *Work Done* | ÇALIŞILAN SAAT SAYISI  *Hours Worked* |
| PAZARTESİ Monday |  |  |
| SALI Tuesday |  |  |
| ÇARŞAMBA Wednesday |  |  |
| PERŞEMBE Tuesday |  |  |
| CUMA Friday |  |  |

|  |  |
| --- | --- |
| ÖĞRENCİNİN İMZASI  *Signature of Student* |  |
| ÇALIŞTIĞI BÖLÜM  *Department Worked* |  |
| KONTROL EDENİN ADI ÜNVANI  *Name and Title of Controlling Supervisor* |  |
| İMZA ve KAŞE  Signature and Stamp |  |

### **HAFTA BAZINDA YAPILAN ÇALIŞMALAR**

### Work Done on Weekly Basis

**WEEK IV**

*Hafta IV*

|  |  |
| --- | --- |
| HAFTA BAŞLAMA TARİHİ  *Week Starting Date* |  |
| HAFTA BİTİŞ TARİHİ  *Week Ending Date* |  |

|  |  |  |
| --- | --- | --- |
| GÜN  *Days* | YAPILAN İŞLER  *Work Done* | ÇALIŞILAN SAAT SAYISI  *Hours Worked* |
| PAZARTESİ Monday |  |  |
| SALI Tuesday |  |  |
| ÇARŞAMBA Wednesday |  |  |
| PERŞEMBE Tuesday |  |  |
| CUMA Friday |  |  |

|  |  |
| --- | --- |
| ÖĞRENCİNİN İMZASI  *Signature of Student* |  |
| ÇALIŞTIĞI BÖLÜM  *Department Worked* |  |
| KONTROL EDENİN ADI ÜNVANI  *Name and Title of Controlling Supervisor* |  |
| İMZA ve KAŞE  Signature and Stamp |  |

**Abstract**

Abstract goes here.

*Times New Roman (not “Bold” or “Italic”), text: justified, text size: 11pt., line spacing: 1.5, space before each paragraph: 6pt, maximum 200 words.*

**Section 1: Company Identity**

Fill out the company identity card and insert it here, and provide some basic information about the company about the company. (section max. 2 pages).

*Times New Roman (not “Bold” or “Italic”), text: justified, text size: 11pt., line spacing: 1.5, space before each paragraph: 6pt.*

**Section 2: Organizational Structure and Manufacturing/Service System**

* Describe the company’s organizational structure and its manufacturing/service system (refer to Section 2 of the ISE307 manufacturing/service report content depending on the type of your internship) (section max. 5-6 pages).
* You need to support your report with tables, charts, diagrams, pictures as necessary
* Only a few key tables/charts/diagrams (that are immediately related to what your mention in the text) should be placed in the text. All other additional charts, diagrams, etc. must go to the appendix.

*Times New Roman (not “Bold” or “Italic”), text: justified, text size: 11pt., line spacing: 1.5, space before each paragraph: 6pt.*

**Section 3: Analysis and Improvement of a System**

* Analyze an activity of your choice belonging to the manufacturing/service system of the company (refer to Section 3 of the manufacturing/service report content depending on the type of your internship) (section max. 3-4 pages).
* You need to support your report with tables, charts, diagrams, pictures as necessary
* Only a few key tables/charts/diagrams (that are immediately related to what your mention in the text) should be placed in the text. All other additional charts, diagrams, etc. must go to the appendix.

*Times New Roman (not “Bold” or “Italic”), text: justified, text size: 11pt., line spacing: 1.5, space before each paragraph: 6pt.*

**References**

* All the articles, books, internet sites etc. that are used should be referred in text and these sources should be listed in references. *The articles that are not referred in the text should not be listed in the references.*
* Use the citation style that is described in the following website:

<https://pitt.libguides.com/citationhelp/apa7>

**Appendices**

* All supplementary charts, diagrams etc. should be numbered and each appendix should be properly titled. *Do not include any material in the appendices which you do not cite in the text.*