**RECORD**

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| Code | **IE 197** |
| Name | **Summer Training I** |
| Hour per week | 2 (0+2) |
| Credit | 1 |
| ECTS | 2 |
| Level/Year | Undergraduate / 4 |
| Semester | Fall |
| Type | Compulsory |
| Prerequisites | A student who wants to enroll for the course must have studied at least one semester in the Industrial Engineering (IE) undergraduate program, besides workplace of the internship must be approved by the IE department. |
| Description | This is the first of three courses designed for internship programs that industrial engineering students are to attend during their education. The students who have attended a summer internship program for the first time register for the course. During the internship program, the students will have first-hand experience to learn the business environment, relationships in the business environment, the business culture, and business processes. The students are assessed considering internship report, presentations, and the internship program coordinator’s evaluation during the semester. The students get their ECTS credits for the course in the fourth year. To enroll in the course and get ECTS credits, a student must complete at least 6-week (30-workday) program. For detailed procedures, refer to the IE department’s web page. |
| Objectives | * To learn the business environment, relationships in the business environment, the business culture, and business processes. * To apply theoretical knowledge acquired from lectures to real-life problems. * To be ready for business life after graduation. * To increase job opportunities in IE related business sectors. |
| Learning Outcomes | By the end of the course, the student will be able to  LO-1: Apply theoretical knowledge acquired from lectures to real-life problems.  LO-2: Demonstrate an improvement in personal and professional skills.  LO-3: Observe and report real-life systems from and IE point of view.  LO-4: Detect a problem or a possible improvement in real-life processes.  LO-5: Design a project to solve a real-world problem and share the results of a real-world problem related project (written and orally) with peers in a meaningful and professional manner. |
| Requirements |  |

**COURSE POLICIES**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Grading Policy | An overall class score will be calculated for the students.  To determine the letter grade, the following grading scale will be used. The instructor reserves the right to curve the scale dependent on overall class scores at the end of the semester. Any curve will only ever make it easier to obtain a certain letter grade.   |  |  |  | | --- | --- | --- | | **Score Interval** | **Letter Grade** | | | [0,45) |  | F | | [45,50) |  | D | | [50,55) |  | D+ | | [55,60) |  | C- | | [60,65) |  | C | | [65,70) |  | C+ | | [70,75) |  | B- | | [75,80) |  | B | | [80,85) |  | B+ | | [85,90) |  | A- | | [90,100] |  | A | | | |
| Late Submissions & Make-up | All of the assignments are due at the scheduled dates and times. Please mark your calendar for all due dates (especially project timeline) and follow the announcements about the assignments. **Late submissions will not be accepted.**  In the case of mandatory excused absences, you are allowed to make up missed submission. | | |
| Communication | Please check your AGU email for the announcements. All of the messages and announcements will be sent via CANVAS to your AGU email addresses. Therefore, it is the responsibility of every student to read his/her official university email address and check the CANVAS regularly.  When contacting the instructor, please use your AGU account and include in the subject line the course code IE 197 or Summer Internship. If this information is not included, your email may not be answered. | | |
| Academic Integrity | Students are obliged to refrain from acts that they know or, under the circumstances, have reason to believe, will impair the integrity of the university or others. Violations of academic integrity include, but are not limited to, cheating, plagiarism, unauthorized multiple submissions or copying and using somebody else’s paper/assignment.  Any of these violations will be investigated by the discipline committee and may cause expulsion of the student from the University. | | |
| Cheating & Plagiarism | You are responsible for knowing the University policies on cheating and plagiarism. Not giving credit to a person for their intellectual work and passing it off as your own is stealing.  Specifically:   * Copying or allowing someone to copy your work on an exam, homework, or in class assignment is cheating. * Cutting and pasting material from the web or any other electronic source is plagiarism. * Copying and turning in the same assignment as someone else, from this class or from another class, is cheating. Unless explicitly told otherwise, you can discuss and problem- solve on homework together but the final product has to be your own – not just your own handwriting but your own way of explaining and organizing your ideas. * Making superficial changes (minor additions, deletions, word changes, tense changes, etc.) to material obtained from another person, the web, a book, magazine, song, etc. and not citing the work, is plagiarism. The idea is the intellectual property, not the specific format in which it appears (e.g., you wouldn’t reword Einstein’s theory of relativity and imply that relativity was your own idea, would you?) * If you find material and it is exactly what you are trying to say, or you want to discuss someone’s idea, give the person credit and cite it appropriately. Don’t overuse citations and quotes: instructors want to know how you think and reason, not how someone else does. * If you have any questions or concerns about whether your behavior could be interpreted as plagiarism, please ask the TA or the instructor before you submit the work.   *For a detailed description of AGU policies, please refer to the website at* [*https://goo.gl/FjLhzH*](https://goo.gl/FjLhzH) | | |
| Feedback | Your comments and suggestions are very important and will be taken into consideration during the course. Please do not hesitate to provide feedback about the course. | | |
| **Learning Activities** | | **Number** | **Weight (%)** | |
| Project Development | | 1 | 50% | |
| Writing Report | | 1 | 35% | |
| Presentation Preperation | | 1 | 15% | |
|  | | Total | 100% | |

**ASSESSMENT**

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| --- | --- |
| **Evaluation Criteria** | **Weight** (%) |
| Project Report | 40% |
| Project Presentation | 40% |
| Company Evaluation | 20% |
| Total | 100% |

For a detailed description of grading policy and scale, please refer to the website https://goo.gl/HbPM2y section 28.

**COURSE LOAD**

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| --- | --- | --- | --- |
| **Activity** | **Duration** (hour) | **Quantity** | **Work Load** (hour) |
| Project Development | 30 | 1 | 30 |
| Writing Report | 20 | 1 | 20 |
| Preparing Presentation | 10 | 1 | 10 |
|  |  | **General Sum** | **60** |

**ECTS: 2** (Work Load/25-30)

**CONTRIBUTION TO PROGRAMME OUTCOMES\***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | PO12 |
| LO1 | 2 | 2 | 2 | 2 | 2 | 3 | 4 | 3 | 1 | 2 | 0 | 0 |
| LO2 | 0 | 0 | 0 | 0 | 0 | 3 | 5 | 3 | 2 | 3 | 3 | 0 |
| LO3 | 2 | 2 | 3 | 3 | 3 | 3 | 4 | 3 | 1 | 2 | 0 | 0 |
| LO4 | 2 | 2 | 3 | 3 | 3 | 3 | 4 | 3 | 1 | 2 | 0 | 0 |
| LO5 | 2 | 2 | 2 | 3 | 3 | 3 | 4 | 3 | 1 | 2 | 0 | 0 |

\* Contribution Level: 0: None, 1: Very Low, 2: Low, 3: Medium, 4: High, 5: Very High

**INTERNSHIP PROJECT**

You are expected to address a question that interests you with the Industrial Engineering (IE) tools that you learn in the IE Undergraduate program so far. The choice of the question, the decisions on what data are relevant, how to collect the data, and which analyses to carry out are up to you. The topic can be almost anything. You are expected to present your project. Both the final report and the presentation will be graded. It is highly recommended that you start the project as early as possible. In the early stages concentrate on what data is relevant, how to procure the data and collecting the background information. During the previous semesters, you have learnt many IE tools which will help you address your question in a scientific manner.

You need to carry out all steps of the project yourselves. You will state your question. You will collect the relevant data. Of course, the data source may be the company, Web or other sources, but you should decide on what technique to use and what data are relevant so it should be you who puts the data together.

Begin with a very clear and well-defined question. Vague questions do not lead to interesting projects. Only then can you worry about the data. You are expected to pose your own question that you find interesting and try to find answers to that question.

The questions below could be a good start point for your project.

• What is the main problem that you handle?

• What are your plans for obtaining the background information?

• Describe the data that you will collect and use.

• What may go wrong? What is your plan B for these issues?

You need to submit a written project final report and a final project presentation until specified due date by the IE Intership Program Coordinator. The basic criteria/metrics that will be used in grading your final report/presentation are as follows:

• Consistency: Is the problem clearly defined and clearly answered?

• Clarity: Is it easy for the reader to understand what you did?

• Relevancy: Are the used IE tools appropriate?

• Interest: Did you handle a challenging, interesting question or just collected descriptive statistics?

Aside from these basic criteria, the table given below shows the criteria for grading internship reports. 100-point numerical scale is used to grade a student’s internship projects. The table help students and graders understand how internship reports are graded. Also, the tips below the table can help you create, and polish reports objectively.