

OSTİM TECHNICAL UNIVERSITY

FACULTY OF ENGINEERING

WORKPLACE TRAINING / PRACTICE / EXPERIENCE REPORT

DEPARTMENT OF INDUSTRIAL ENGINEERING

NAME-SURNAME

YEAR

**FACULTY OF ENGINEERING WORKPLACE TRAINING / PRACTICE / EXPERIENCE**

**20…/ 20… ACADEMIC YEAR …….. SEMESTER REPORT**

|  |  |
| --- | --- |
| **STUDENT INFORMATION** | |
| **Student's Name and Surname** |  |
| **Place and Year of Birth** |  |
| **Faculty Number** |  |
| **Department** |  |
| **Lesson code** |  |
| **Phone number** |  |
| **E-mail address** |  |

|  |  |
| --- | --- |
| **BUSINESS / COMPANY INFORMATION** | |
| **Name** |  |
| **Address** |  |
| **Production / Service Area** |  |
| **Phone number** |  |
| **E-mail address** |  |

|  |  |
| --- | --- |
| **WORKPLACE MENTOR INFORMATION** | |
| **Name and surname** |  |
| **Position / Title** |  |
| **Phone number** |  |
| **E-mail address** |  |

**REPORT BOOK WRITING RULES**

1. Reports should be written on only one side of the paper using a computer. Times New Roman (12) font should be used in the article.
2. Maximum 12 and at least 8 points can be used while writing the table contents. Font sizes other than these values should not be used.
3. There should be a one-stroke break after the comma and the period in my writing.
4. In the manuscript, 2.5 cm margins should be left at the top and left edges of each page, and 2.5 cm at the bottom and right edges.
5. Single line spacing should be used for explanations of figures and tables, citations, footnotes and reference list.
6. The Report Book will consist of the following sections:
   1. Information Form (See page 2)
   2. Questions to be answered section (Business General Information, the questions that are responsible according to the course codes will be answered in order and finally the evaluation questions for each semester will be answered).
   3. Conclusion Section
   4. Annexes Section (Additional data, tables, figures, graphics, technical drawings, photographs, brochures, etc. documents specified in the report, if any, will be added in this section.)
7. After filling out the information form, students will start answering the questions in turn. The sample page for the question answering page is given in Appendix 1. Students may reproduce this page as needed.

**BUSINESS GENERAL INFORMATION**

1. Write the name of the enterprise, the subject of study, the place of establishment, the brief history and information.
2. Give information about the types of products and/or services produced by the enterprise.
3. Does an engineer or industrial engineer work in the enterprise?

**WED 126 - (1st YEAR 2nd SEMESTER) WORKPLACE EDUCATION**

In this course, it will form the basis for Workplace Practice and Experience;

Creativity, Teamwork, Self-awareness, Career Planning, Stress Management, Emotional Intelligence, Report Preparation and Developing Effective Communication Skills, and various trainings will be held to improve computer skills.

**WAP 227 - (2nd YEAR 1st SEMESTER) WORKPLACE PRACTICE I**

1. Draw the organisation chart of the enterprise.
2. Give information about the production methods used (casting, machining, metallurgical transformations, shaping of metals, welding, joining & assembly, etc.).
3. What are the materials of the products/services produced in the company? Explain the basic properties of these materials, reasons for preference and standards, if any.
4. Analyse the break-even point for a product/service.
5. Please give brief information whether any statistical data is kept for production or service processes in the company.
6. Write your observations about occupational health and safety practices in the enterprise.

**WAP 228 - (2nd YEAR 2nd SEMESTER) WORKPLACE PRACTICE II**

1. Model a problem seen in the company's production or service processes using Operations Research techniques, solve it and interpret the results.
2. Give information about the methods used to calculate the cost of company products or services.

**WAP 327 - (3rd YEAR 1st SEMESTER) WORKPLACE PRACTICE III**

1. Evaluate the company's service or production system in terms of system analysis.
2. Briefly explain production planning and control activities in the company.
3. How are demand forecasts made in the enterprise? Explain if there is a technique used by giving an example.
4. What are the main inventories held in the enterprise? What are the inventory control and ordering policies applied in relation to inventories?
5. What are the material handling tools and methods (pallet, forklift, conveyor, pallet truck, etc.) used? Discuss the suitability of material handling tools and methods in terms of efficiency, alternative transport tools and methods, if any.

**WEX 328 - (3rd YEAR 2nd SEMESTER) WORKPLACE EXPERIENCE I**

1. Give information about the quality control studies being implemented in the enterprise. Make an evaluation using the methods you have learnt in the course.
2. Is there a database management system used in the company?
3. Give information about Industry 4.0 applications (such as artificial intelligence, robotics, business intelligence, big data) in the company.
4. Give one example each by specifying the planning activities and the forms used during the period from order intake or annual plans to the start of production.
5. Explain the production processes of one of the products / services produced in the enterprise.
6. Describe a problem encountered in the company.
7. Give information about the shift types of the enterprise.
8. Using a simulation study for a product / service in the enterprise where you have carried out the Workplace Programme; Demand forecasting for the product / service (Demand forecast will be made according to the company's demand forecasting system. For example, monthly, quarterly, etc.) (Explain the probability distribution you use when forecasting demand.)

**WEX 427 - (4th YEAR 1st SEMESTER) WORKPLACE EXPERIENCE II**

1. Report your observations about work study and ergonomics practices for a job with the guidance of the company.
2. Show the flow process of an order ready for customer delivery in the company.
3. Evaluate a problem in the business by using one of the methods such as Fishbone, Pareto Analysis, Brainstorming, SWOT Analysis, ABC analysis.
4. Give informations about the inputs (such as raw materials, materials, labour, energy, machinery/equipment) required for the realisation of production in the company. If you are working in a service business, give informations about the product / service (e.g. software) resources and inputs (ERP software, labour, energy, machinery, standards, etc.) in the field of activity carried out in the business line of the company.
5. Give information about the resources used in product / service production systems.
6. Give information about maintenance/repair practices in the enterprise.

**WEX 428 - (4th YEAR 2nd SEMESTER) WORKPLACE EXPERIENCE III**

1. For a problem that concerns more than one engineering field in the company, prepare a report in accordance with the following headings (\*).

* Summary
* Introduction
* Definition of the Problem
* Proposed Method for Solving the Problem
* Solving the Problem
* Evaluation under realistic constraints and conditions
* Conclusion
* References

Fill in the table below, taking into account the work you have done.

|  |  |  |
| --- | --- | --- |
| **Main Headings** | **Information on the occupational group of the person/persons involved (Example A Mechanical Engineer, B Computer Engineer)** | **Works/tasks performed** |
| Problem Definition |  |  |
| Solution Method |  |  |
| Evaluation under realistic constraints and conditions |  |  |
| Conclusion |  |  |

\*Apart from your main area, you are expected to work in coordination with other areas.

**EVALUATION QUESTIONS**

1. Have you taken an active role in the business or taken part in any activities necessary to solve any problems or taken part in any project?
2. Write about your feelings within the company as an engineer candidate, covering a day at the beginning, middle and end of the Workplace Training/Practice/Experience.
3. Please indicate the contribution (positive/negative attitudes) of the staff in the enterprise to your practical work.
4. If there are topics and questions you want to add, you can add and answer these questions.
5. Explain whether you find this practical study instruction given to you sufficient.

**APPENDIX 1**

**FACULTY OF ENGINEERING WORKPLACE TRAINING / PRACTICE / EXPERIENCE**

**20…/ 20… ACADEMIC YEAR …….. SEMESTER REPORT**