**ME 400 - Summer Training/Internship II**

**(Pre-requisites: SEC201, SEC202; Co-requisite: Academic advisor's approval)**

The aim of ME 400, the second of the two summer practices for the Mechanical Engineering students, is to acquaint with companies at which they are likely to work after graduation as Mechanical Engineers. Students must complete their training at a company where mechanical engineering practice is in the forefront and they are required to complete a minimum of four-week (twenty workdays) practice as a full-time intern.

Students are expected to utilize the practical and applied aspects of their theoretical engineering background they have acquired so far and experience the engineering decision making and critical-thinking processes on the first hand.

It is advised that students choose a company that meets primarily the following two criteria:

(1) at least 10 full-time employees must be working in the manufacturing,

(2) at least one full-time mechanical engineer must be available and assigned to supervise the student throughout the summer practice.

Students are obligated to find the company they will be pursuing the ME 400 internship. In addition, the approval of the ME departmental is needed before they can start their summer practice. The approval will be given by their internship coordinator based on a work proposal they will submit at least one month prior to the beginning of their internship. It is expected that the student will give brief information about the company and outline the work that is planned throughout his/her internship in this proposal. An email containing the following should be send to the internship coordinator for the approval:

• ME program start period (example: Fall 2023)

• Brief information about the company

• Number of employees

• Name and contact information of a full-time mechanical engineer available to supervise the summer practice

• Start and end dates of the internship

• Work proposal outlining the planned activities throughout the internship

• Is it acceptable to the company for the student to include technical information (drawings, design files, etc.) created during the internship in their report? (Students should contact the company to learn more details).

Students should register for the ME400 course (4 ECTS) during the semester that they complete their summer practices to receive their grades. After completing the internship, students are required to submit a 'summer practice report' following the listed content below, detailing the work they conducted during their 4 weeks of internship. The report must be approved and signed by the company management before it is submitted to the department to avoid disclosure of any confidential or proprietary information of the company. The report must include technical work summary as daily journals, approval page signed by the supervisor, and must follow the template below as the content:

**Title Page** (In accordance with the sample title page provided)

**Signature page**

1. **Table of Contents** (with the corresponding page numbers)
2. **Description of the Company**

(Maximum 2 pages in length with exception of charts, figures, etc.)

This section should give a brief background of the company, full mailing addresses and relevant web links, the company structure, sector that the company is operating in and the specialty products that the company is manufacturing.

1. **Analysis of Production (OR) R&D Projects** (**Maximum 5 pages – no more than 2000 words**)
   1. Assessment of production, analysis of manufacturing techniques, work order and release (receiving orders and delivering orders).
   2. Assessment of quality assurance and control systems
   3. Overview of the active projects
   4. Software and hardware used by the company for production or reporting
   5. Assessment of future development plans
2. **Internship Project** 
   1. (At least 10 pages long and minimum of **3000 words minimum**)

A detailed explanation of the contribution of the student to one of the projects that was held in the company assigned by the engineer supervising the student in the company (student should spend at least 15 days working at this project)

* 1. Cost analysis (A detailed table should be provided with proper explanation on how the cost is calculated)

1. **Conclusions and Observations** (**500 Words minimum**)
2. **References**
3. **Appendices** (The appendix shall consist of your hand-written notes (journal), photos, etc.)

**Technical drawings** (The drawings should be printed in full A3 or A4 size with proper frames and title boxes)

Text of the report should be 12pt Cambria, 1.5 line spacing. Spacing after the paragraphs can be 6 pt. Headings should be 14pt Cambria, 1.5 line spacing with no additional line brakes/spacing. Page margins should be 2.54 cm from all sides. Pictures/figures that are larger than 6 cm in height should be placed in Appendices. All pictures/figures/tables should have labels and properly referenced in the text.

Upon editing the internship report, students should submit their softcopy in MS Word format to the Turnitin assignment at the course LMS page. Students should use formal language to write their reports and use their own words. Copy/paste from other sources should be prohibited. All sources should be properly cited in the references.

The deadline to submit the summer practice report is the last day of add/drop period of the following semester (typically the second week of the classes). Failure to meet this deadline will result in a failing grade, and the student will have to repeat the internship.



**Department of Mechanical Engineering**

**ME400 Summer Training/Internship II**

Notes summarizing the highlights of each day of your work:

Student Name:

Company Name:

Date:

Training Day Number:

Name of the Supervisor:

Signature:

Stamp of the Factory:

**Sample report title page.**

**DO NOT PUT COMPANY LOGO TO COVER PAGE!**

**Özyeğin University logo should be 10 cm in wide.**

**Only use 14pt Cambria font for the cover page.**

**No page number on cover page**



Department of Mechanical Engineering

ME400 Summer Training/Internship II

**The Name of the factory that I worked**

01.07.2018 – 30.07.2019

Student’s Full Name

S000000

Sample signature page, page number starts from 2.

# Approval of Supervisor

This is to certify that I have examined this copy of summer practice report by [write your name here as it appears on the Title Page] and have found that it is satisfactory in all respects.

Factory Manager : [Hand written name of the factory manager]

Signature :

Date :

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# Description of the Company

Description of the Company is no more than 2 pages long (with exception of charts, figures, etc.).

This section should give a brief history of the company, full mailing address and relevant web links, sector that the company is operating in, specialty products that company is manufacturing.

# Analysis of Production (OR) R&D Projects

Maximum 5 pages – no more than 2000 word. DO NOT copy/paste it from company documents.

## Assessment of production, analysis of manufacturing techniques, work order and release

(receiving orders and delivering orders).

## Assessment of quality assurance and control systems

## Overview of the active projects

## Software and hardware used by the company for production or reporting

## Assessment of future development plans

# Internship Project

* 1. (At least 10 pages long and minimum of **3000 words minimum**)

A detailed explanation of the contribution of the student to one of the projects that was held in the company assigned by the engineer supervising the student in the company (student should spend at least 15 days working at this project). Clearly state what your duty/project was. Explained the work in detail and provide your contribution as well.

* 1. Cost analysis (A detailed cost analysis with proper explanation on how the cost is calculated. Only write this part if it is applicable to your assigned project. A detailed table should be provided with proper explanation on how the cost is calculated. Also explain the cost table in words.)

# Conclusions and Observations

Conclusions and Observations should be at least 500 words-long and should provide insight about your internship experience.

# References

Cite academic work/trusted web pages only. All sources should be properly cited in the references. Reference list should be numbered, such as [1], [2], and they should be used in the text to cite the references. You may use IEEE style for references:  
<https://ieee-dataport.org/sites/default/files/analysis/27/IEEE%20Citation%20Guidelines.pdf>

# Appendices

## Appendix 1.

(The appendix shall consist of your hand-written notes (journal), photos, etc.)

## Appendix 2.

## Appendix 3.