

**A Guide for Engineering Faculty Students from Engineering Faculty Members
Yaşar University
2016**

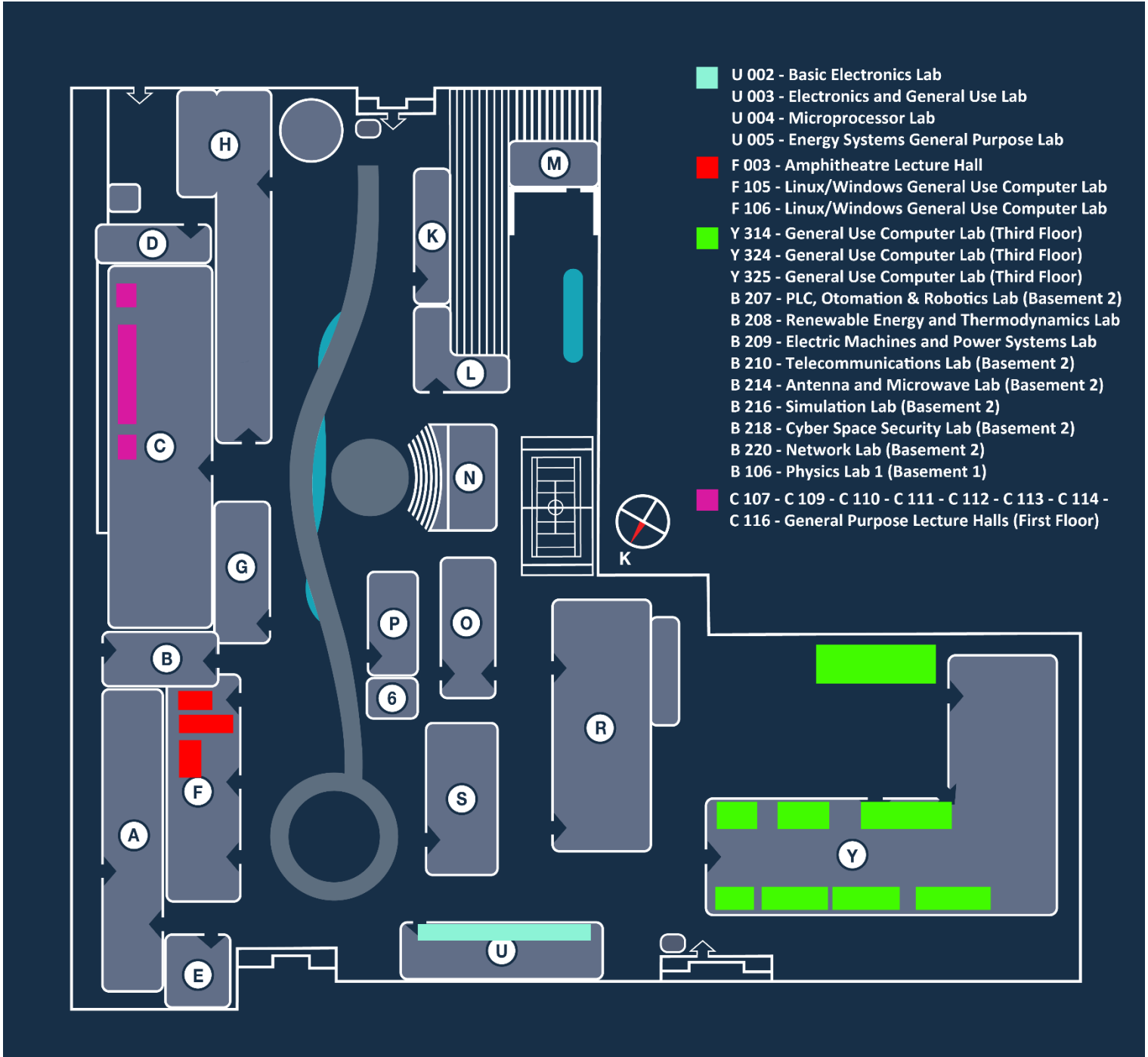
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1. Academic Calendar of 2016-2017

T.C. YAŞAR ÜNİVERSİTESİ 2016-2017 AKADEMİK TAKVİMİ		
GÜZ YARIYILI	HAZIRLIK	ÖNLİSANS/LİSANS/LİSANSÜSTÜ
İNGİLİZCE YETERLİK SINAVI (FLAT)	1 EYLÜL 2016	
İNGİLİZCE HAZIRLIK SINIFI ÖĞRENCİLERİ İÇİN DÜZEY BELİRLEME SINAVI	8 EYLÜL 2016	
EĞİTİM ÜCRETİ ÖDEMESİ (KAYITLI ÖĞRENCİLER İÇİN)	1-9 EYLÜL 2016	1-9 EYLÜL 2016
DERS KAYITLARI	9 EYLÜL 2016	7-9 EYLÜL 2016
DERSLERİN BAŞLAMASI	19 EYLÜL 2016	19 EYLÜL 2016
DERS EKLEME-ÇIKARMA		19-27 EYLÜL 2016
DERSTEN ÇEKİLME SON GÜN		25 KASIM 2016
DERSLERİN SONA ERMESİ	13 OCAK 2017	26 ARALIK PAZARTESİ 2016 (28 EKİM CUMA GÜNÜ DERS PROGRAMI UYGULANIR)
İNGİLİZCE YETERLİK SINAVI (FLAT)	17 OCAK 2017	
DÖNEM SONU SINAVLARI		27 ARALIK 2016 -9 OCAK 2017
DÖNEM SONU SINAVLARI NOT GİRİŞLERİ SON GÜN		12 OCAK 2017
TEK DERS SINAV BAŞVURULARI SON GÜN (ÖNLİSANS-LİSANS)		16 OCAK 2017
TEK DERS SINAVLARI (ÖNLİSANS-LİSANS)		19 OCAK 2017
BAHAR YARIYILI	HAZIRLIK	ÖNLİSANS/LİSANS/LİSANSÜSTÜ
EĞİTİM ÜCRETİ ÖDEMESİ (KAYITLI ÖĞRENCİLER İÇİN)	23-27 OCAK 2017	23-27 OCAK 2017
DERS KAYITLARI	25-27 OCAK 2017	25-27 OCAK 2017
DERSLERİN BAŞLAMASI	30 OCAK 2017	30 OCAK 2017
DERS EKLEME-ÇIKARMA		30 OCAK-7 ŞUBAT 2017
DERSTEN ÇEKİLME SON GÜN		6 NİSAN 2017
DERSLERİN SONA ERMESİ	2 HAZİRAN 2017	8 MAYIS PAZARTESİ 2017
DÖNEM SONU SINAVLARI		9-23 MAYIS 2017
DÖNEM SONU SINAVLARI NOT GİRİŞLERİ SON GÜN		26 MAYIS 2017
TEK DERS SINAV BAŞVURULARI SON GÜN (ÖNLİSANS-LİSANS)		30 MAYIS 2017
TEK DERS SINAVLARI (ÖNLİSANS-LİSANS)		2 HAZİRAN 2017
İNGİLİZCE YETERLİK SINAVI (FLAT)	6 HAZİRAN 2017	
YAZ OKULU	HAZIRLIK	ÖNLİSANS/LİSANS
DERS KAYITLARI	19-23 HAZİRAN 2017	7-9 HAZİRAN 2017
DERSLERİN BAŞLAMASI	28 HAZİRAN 2017	12 HAZİRAN 2017
DERSLERİN SONA ERMESİ	10 AĞUSTOS 2017	1 AĞUSTOS 2017
YAZ OKULU NOT GİRİŞLERİ SON GÜN		4 AĞUSTOS 2017
YAZ OKULU İNGİLİZCE YETERLİK SINAVI (FLAT)	11 AĞUSTOS 2017	
TEK DERS SINAV BAŞVURULARI SON GÜN (ÖNLİSANS-LİSANS)		8 AĞUSTOS 2017
TEK DERS SINAVLARI (ÖNLİSANS-LİSANS)		11 AĞUSTOS 2017
MEZUNİYET TÖRENİ	RESMİ TATİL GÜNLERİ	13-14-15 HAZİRAN 2017
KURBAN BAYRAMI		12-13-14-15 EYLÜL 2016 PAZARTESİ-PERŞEMBE
CUMHURİYET BAYRAMI		29 EKİM 2016 CUMARTESİ (28 EKİM 2016 CUMA 1/2 GÜN, DERSLER YAPILMAZ)
ULUSAL EGEMENLİK VE ÇOCUK BAYRAMI		23 NİSAN 2017 PAZAR
EMEK VE DAYANIŞMA GÜNÜ		1 MAYIS 2017 PAZARTESİ
ATATÜRK'Ü ANMA GENÇLİK VE SPOR BAYRAMI		19 MAYIS 2017 CUMA
RAMAZAN BAYRAMI		25-26-27 HAZİRAN 2017 PAZAR-SALI

2. General Information on Faculty of Engineering
a. Engineering Campus Map



Selçuk Yaşar Campus Plan

b. ECTS Information

European Credit Transfer System (ECTS) is one of the most important fields of study in the application phase of Bologna Process in Turkey. In recent years, many universities in Turkey intensified their studies for adjusting their credit and grading systems to ECTS principles. ECTS is a student oriented credit system based on the hourly workload of the student. It is the recommended number of working hours that represents all the activities (theoretical courses, assignments, projects, independent studies, examinations, etc.) a student needs to complete in order to be successful in a course. Every ECTS credit point stands hereby for a certain **amount of work load**. Typically, **one year** (Fall and Spring Semesters) corresponds to **60 ECTS-credits**. A 4-year Bachelors program has therefore 240 ECTS-credits. The ECTS/Student workload is course-specific; hence the ECTS/Student workload for each course is determined by the course coordinator and stated in the course syllabus. An example of an ECTS/Student workload can be seen below.

ECTS /STUDENT WORKLOAD				
ACTIVITIES	NUMBER	UNIT	HOUR	TOTAL (WORKLOAD)
Course Teaching Hour (14 weeks* total course hours)	14	Week	3	42
Preliminary Preparation and finalizing of course notes, further self- study	14	Week	3	42
Assignment (s)	6	Number	5	30
Presentation/ Seminars	0	Number	0	0
Quiz and Preparation for the Quiz	0	Number	0	0
Mid- Term(s)	1	Number	16	16
Project (s)	0	Number	0	0
Field Studies (Technical Visits, Investigate Visit etc.)	0	Number	0	0
Practice (Laboratory, Virtual Court, Studio Studies etc.)	0	Number	0	0
Final Examination/ Final Project/ Dissertation and Preparation	1	Number	20	20

Other (Placement/Internship etc.)	0	Number	0	0
Total Workload				150
ECTS = Total Workload / 25				6

c. Summer School

Students of Yaşar University can benefit from summer school for various reasons; They may take the courses that they failed during the semesters of fall and spring, for those who are attending double majors or minor programs, they may complete some of the courses in summer terms or departments of Yaşar University may invite academicians to open technical elective courses from other universities from inside or outside of the country.

d. Our Course Management Software – lectures.yasar.edu.tr

“Lectures” web site (lectures.yasar.edu.tr) is available to all registered Yaşar University students. In order to login to the system students will use their student ID as username and national identification number as password. The system has “force password change” feature, which will force all users in a role to change their password after the first login. Any students who failed to login, even though they are registered, must talk to IT department as soon as possible. Each department has an administrator, who is in charge of managing department course pages and assigning lecturers and lab assistants to the courses. Courses are mostly protected with an enrollment key, which will be provided by the course lecturer in the first lecture. If the enrollment key is not working, please contact the lecturer or department administrator. All course material and announcements will be uploaded to the website periodically throughout the semester; therefore it is highly recommended to visit the page after the lessons. You can update your profile information from the menu located on the right top of the page. Don’t forget to upload your photo. Finally, after 60 days of inactivity, you will be un-enrolled from the courses.

e. Application Forms

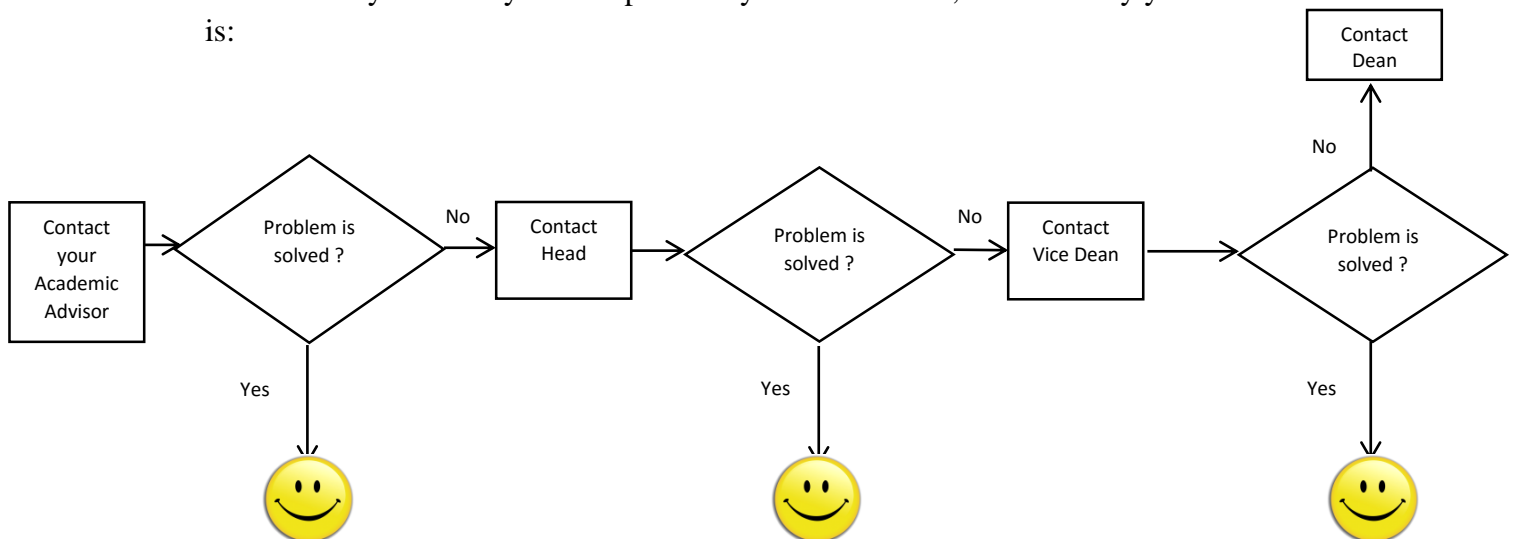
To secure clarity and uniformity, various applications forms are provided to the use of students on the website <http://oim.yasar.edu.tr/formlar>. For example, if you have an issue of exam overlap, you can fill the “exam overlap form”, which you can find in the aforementioned website. Please, check the other forms so that you can remember them when in need.

f. You Should Know...

- The language of instruction is English. All courses (except, Turkish and History of Turkish Republic) are taught in English.
- You have to follow the academic calendar not to miss any activity. The key dates related with all activities (registration, add-drop, withdrawal, etc.) are stated in the academic calendar. The academic calendar can be found in the university website (www.yasar.edu.tr).
- You are totally responsible about your registration process (which courses you can enroll, how to form your weekly timetable etc.) Although you have to get the approval of your advisor to complete your registration, please note that your advisor **WON'T** prepare your weekly timetable or inform you about the courses you should enroll.
- You can add and drop courses within the add/drop week (stated in the academic calendar). After add/drop week finishes, you cannot make any changes about the courses you enrolled.
- After the add/drop deadline, there is a period of a few days during which you may withdraw from a course with a grade of "W". You can withdraw at most 3 courses during your study and at most 1 course per semester. However, you are not allowed to withdraw from a compulsory course.
- Usually, the recommended total ECTS credit per semester is 30. However, there are exceptional cases:
 - For each semester, the total ECTS credit of the courses enrolled first time cannot be more than 35.
 - For each semester, the total ECTS credit (including the courses retaken and the courses enrolled first time) cannot be more than 45.
- Each course taken at Yaşar University is assigned a letter grade, which corresponds to quality points.
 - A : 4 quality points per hour of credit
 - A – : 3.7 quality points per hour of credit
 - B + : 3.3 quality points per hour of credit
 - B : 3 quality points per hour of credit
 - B – : 2.7 quality points per hour of credit
 - C + : 2.3 quality points per hour of credit
 - C : 2 quality points per hour of credit
 - F : 0 quality points per hour of credit
 - Other letter grades are defined as follows:
 - R : repeating a course
 - S : being satisfactory from a non-credit course (e.g. internship)
 - U : being unsatisfactory from a non-credit course (e.g. internship)
 - W : withdrawing from a course
- In order to pass a course (to get a satisfactory grade), at least C is required.

- Semester and cumulative grade point averages appear on each student's permanent academic record (a.k.a. transcript). The GPA (Grade Point Average) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted within semester.
- The CGPA (Cumulative Grade Point Average) is the average of grades from two or more semesters, and equals the sum of the total amount of grade points earned so far divided by the total number of credits hours taken so far.
- Once you failed a course, you should take that course as soon as possible (the first upcoming semester the course offered). If you retake a failed course, the new grade earned replaces your old grade. (For example, if your old grade was F and your new grade is now B, F will be replaced by B). You can also retake a course that you already passed to raise your CGPA. In such a case, the new grade earned replaces the old grade, do not think that only the best will count!
- For each course, at least 70% attendance at theoretical lectures (in-class) and 80% attendance at lab lectures are compulsory. Once you missed classes more than the specified maximum levels, you cannot attend to the final exam and will get an "R".
- Once you get an "R" from a course, you should retake that course as soon as possible and satisfy the minimum attendance requirements. You cannot take any new course if there is a time conflict with the course with an "R" grade (because you cannot attend both of these courses at the same time).
- If you failed a course with an "F" grade, you can take a course although there is a time conflict between them. This situation is valid with the approval of the Faculty of Engineering Board. However, we recommend you to attend the course you failed with an "F" grade, although you already satisfied the attendance requirements.
- In order to graduate, you have to get a satisfactory grade from each course stated in your curriculum. Your curriculum includes various compulsory courses and elective courses. You should definitely pass every compulsory course. However, if you have failed from an elective course, you have the option to take a different elective course from the elective course pool instead. Elective courses are area-specific, i.e., you cannot take a university elective course instead of an engineering elective course. For detailed information, please go over your department's curriculum.
- Once you become ill and cannot attend to the exam, you have an option to take the make-up of that exam. To do this, you should bring a valid health report from a governmental hospital. This report should be delivered to the Faculty Secretariat within 5 work-days. Note that, if you try to abuse this situation to avoid your exams and if it is understood by the department or instructor, a disciplinary action will be taken.
- Any action of cheating (during exams, quizzes, homeworks, projects, assignments, etc.) will strongly be prohibited and be penalized with a disciplinary action.
- Various examples of cheating are listed as follows:
 - Looking at another student's exam sheet during an exam.

- Copying homework/project/assignment from another student.
 - Stealing or arranging for the theft of an exam.
 - Using lecture notes/textbooks/any other source during an exam even if they are prohibited.
 - Hiring someone to do your project/homework/assignment.
 - Copying the work of other student(s) in whole or in part and submitting it as your own.
 - Storing, receiving, and/or accessing course subject matter in a calculator, cellular telephone, computer, or other electronic device that can be used during an exam period without instructor authorization.
 - Helping others to accomplish any of the above.
 - Other similar activities.
- You should regularly check your stu.yasar.edu.tr e-mail, note that you may be officially contacted through your stu.yasar.edu.tr e-mail account by your instructors and course assistants.
 - You are responsible to follow both the departmental and faculty websites for the announcements related with the weekly timetable, final exams, etc.
 - Related websites are listed as follows:
 - Faculty of Engineering: muhfak.yasar.edu.tr
 - Department of Industrial Engineering: endmuh.yasar.edu.tr
 - Department of Computer Engineering: bilmuh.yasar.edu.tr
 - Department of Software Engineering: ym.yasar.edu.tr
 - Department of Electrical and Electronics Engineering: eem.yasar.edu.tr
 - Department of Energy Systems Engineering: esm.yasar.edu.tr
 - Yaşar University Student Information System (OBS) enables you to enroll courses during registration, to document your transcript, to learn your letter grades and manages many other student-related data. (Related Link: obs.yasar.edu.tr)
 - In case of any university-related problem you encountered, the hierarchy you should follow is:



3. Information on Departments

a. Computer and Software Engineering Departments

i. Microsoft DreamSpark Program

DreamSpark is a Microsoft web program intended to provide software design and development tools. The program is available only to the use of Computer and Software Engineering undergraduate, graduate and PHd students and faculty members who are working in these departments. After the registration period is over, all necessary instructions, including your password and username, will be sent to your university email. All software products are free and intended for academic or non-commercial use only (educational purposes only). Therefore, distribution or copying is strictly prohibited. There is an installation/activation limit on each product. If you reach the limit, you will not be able to activate the product anymore. Products are downloaded as a single *.ISO or *.IMG (images - exact copies) file. When your download is complete, you will have the *.ISO or *.IMG file to deal with. At this point, you have two options: mount the image using a virtual drive, or burn it to a CD or DVD. Use your activation code, which is given before checkout, to activate your product. Note, not all products downloaded from “OnTheHub” require a product key. Accounts of the students who are dismissed or graduated will be deleted. Lastly, you may contact MSDN-AA administrators for further assistance.

ii. Graduation Project

Graduation project divided to two semesters:

- COMP 410 Senior Project I (0 – 8 – 4 - 7 Credits)
- COMP 420 Senior Project II (0 – 12 – 6 – 10 Credits)
- SE 410 Senior Project I (1 – 6 – 4 - 6 Credits)
- SE 420 Senior Project I (0 – 8 – 4 - 6 Credits)

Each student or each student in a team works on a design project from conception through implementation and testing. Students meet regularly with the adviser(s) to track technical and project management issues. This senior capstone design project course involves specifying, designing, implementing and testing a substantial software and/or computer science project. Projects are assessed on compliance to software/computer engineering principles, completion, and deployment. Project documentation, written reports and oral presentations are required.

- How to find a project.

There is multiple way to find a graduation project:

- While the student is doing an internship in a company, if the company can suggest an eligible topic for graduation project and the head of the department accepts it as an eligible project the student can study on that topic with the company and an assigned advisor.
- Students can study on a subject that is proposed by lecturers.

- Students can propose a problem and study on that problem with the help of a lecturer.

- Necessary paperwork

Project proposal, presentation and thesis documents are required. All the information about those documents and deadlines announce on COMP/SE 410/420 Senior Project section of the Lectures website.

- 1) Graduation I presentation

Students make an oral presentation for COMP/SE 410 Senior Project I in English. In this presentation, students are expected to explain their preliminary works, literature review and future plans. Presentation duration is 15 minutes.

- 2) How to submit your project.

There will be COMP/SE 420 Senior Project section of Lectures website. Students upload their thesis documents to specified area. Also their advisors and reviewer take a copy of their thesis.

iii.Internships

There are 2 obligatory Internship courses Computer and Software Engineering undergraduate students have to take and pass in order to graduate, they are mainly COMP/SE 200 Course at the end of 4th semester and COMP/SE 300 Course at the end of 6th semester.

Due to government regulations participants are required to take occupational safety training before the internship begins. Occupational Safety trainings are organized by Yaşar University Human Resources within the University. Schedule will also be announced at Lectures Website within spring semesters. Internship students must choose one of the sessions and attend.

- **COMP/SE 200 Internship**

At the end of 4th semester, usually after the final exam, 2nd grade students must participate 5 days of internship program between Monday and Friday of determined week. This program mainly consists of field trips to commercial IT Companies, presentations of department staff and IT Professionals. Purpose of this program is to give an insight to Students about how Computer / Software engineering is used in business world. Program is scheduled by Computer / Software Engineering academicians and head of departments.

Program schedule is announced at lectures website during 4th semester. There might be also other important announcements. Its Students responsibility to keep track of these announcements.

- **COMP/SE 300 Internship**

At the end of 6th semester during summer vacation, 3rd grade students are expected to complete a 30 Workdays of Internship. 3rd Grade internship can start anytime in summer after final exams of 6th semester and must be completed before the beginning of 7th semester.

- **Finding a Company for 3rd Year Internship**

Students are responsible for finding a company for their 3rd grade internship. You may use Job advertisement websites, Companies websites for Internship applications. You may need to create a CV for Internship applications.

Company can be chosen in any city within the country. However, company must be in IT business or must have an IT department having at least 1 Computer /Software / Electric Engineer employee.

- **Necessary Processes & Paperwork**

After Students recruitment by the company, Students must fill up an Internship Informing form. This form can be obtained from Lectures websites announcements section or Yaşar University Human Resources page. In this form students are asked to fill up personal and company information. And this form should be approved by academician who is in charge for internships and/or head of department. Form must also be approved by department secretary and delivered to Yaşar University HR department for Insurance.

Students are also asked to fill up a Training record book during their Internship. This book should be signed and stamped by company executives after it's filled by student. This book will be delivered to academician in charge of Internships in the beginning of 7th semester.

iv. Rules and Policy of Laboratory Usage

The computer labs are for Yaşar University students, staff and faculty only. Computer labs can be used between 8:30 – 18:30 without any permission. Written permission of head of computer/software engineering department is required after 18:30 and should be delivered security.

- No food or drink except bottled water.
- No moving, repairing, reconfiguring or modifying the computing systems.
- No disruptive behaviors, please respect other working people.

v.Double Major and Minor Programs

You may apply to Double Major or Minor programs in our departments if you are coming from one of the following departments:

- Electrical and Electronics Engineering,
- Energy Systems Engineering,
- Industrial Engineering,
- Mathematics or Statistics Departments

You can find the details of the programs accustomed for the students of the departments listed above on our websites. You should talk and discuss with heads of both departments prior to attending to these programs.

b. Electrical and Electronics Engineering Department

i. Departmental Issues

Welcome to Electrical - Electronics Engineering Department. You can find all the information about the department online in eem.yasar.edu.tr. The web site contains news/announcements of our department; updated information about the academic staff, internship, graduation projects, double major or minor degrees, Erasmus and others. You can also follow our department in Facebook. We highly recommend you to check “course program” at the beginning of the semesters and “exam program” at the week of midterms/finals in the muhfak.yasar.edu.tr.

ii. Internship Program

Internship Program provides you an opportunity to spend a summer working side-by-side with engineers in the field. In order to test your engineering knowledge and problem-solving skills, every student have to finish two internship programs in the summers between 2nd - 3rd and 3rd – 4th year. One instructor is responsible for each internship program. Students have the responsibility to find a company. Mostly this information is available in Company websites. The students have to follow the updated information in the website: eem.yasar.edu.tr.

iii. Graduation Project (Senior Project)

In order to graduate, every senior must complete a graduation project (or senior project) consisting of 2 Courses: EEE491 and EEE492. Although graduation projects are challenging, but at the end, we believe that it will be the most meaningful accomplishment of your senior year and enjoyable learning experience. At the end of the year, you present your project to an audience consisting of engineers, executives and academicians. The updated information about senior projects can be found in the eem.yasar.edu.tr.

iv. Double Major and Minor Programs

Double Major and minor programs are open to all students. Some of the courses, like UFND, YÖK compulsory courses etc. from your department might be accepted. Board of Department shall give the final decision. Also you can transfer from Double Major to Minor program.

c. Energy Systems Engineering Department

i. Internship Program

Internships are very important for Energy Systems Engineering (ESEN) students, since they give you the opportunity to work on real ESEN problems with experienced engineers in your field. Every ESEN student have to complete two internships in the summers, following the 2nd and 3th year. In addition to the general internship report (which is filled by every engineering student), ESEN students have to prepare another report, where information and analysis about the facility should be given. Detailed information about the ESEN internship program, as well as the format of the additional report, can be found at: <http://esm.yasar.edu.tr/egitim/lisans/staj/>

ii. Technical Visits

As the ESEN department, we think that technical visits are essential for our students and organize as many as possible starting from the first year. Please note that, these visits allow you to meet experienced engineers in your field, to observe real energy systems applications, to see how theoretical knowledge is transformed to real life applications. Our advice to all ESEN students is; to take technical visits as serious as we do.

iii. Double Major – Minor Programs

Available double major and double minor programs for ESEN students are as follows:

Double major: Electrical and Electronics Engineering Department

Double minor: Every engineering department

Detailed information about double major and double minor programs can be found at: <http://esm.yasar.edu.tr/cift-anadal-yandal/>

d. Industrial Engineering Department

i. IENG 441-442 System Analysis and Design

The industrial engineering graduation project comprises two main courses, IENG 441 and IENG 442. IENG 441, focuses on the analysis and the general design of the system, while IENG 442 completes the effort through detailed system development and solution implementation and deployment. Colloquially, the two courses are often referred to as the analysis and design components of the graduation project.

The graduation projects are carried out with the leading companies around Izmir. Students work on the real industrial system problems of the companies by using their theoretical knowledge that learnt from undergraduate courses. Hence, IENG 441-442 courses are very important components of the undergraduate education in terms of that the students can put theoretical knowledge into practice.

The prerequisite courses of IENG 441 System Analysis course has been defined as IENG 349 (Internship I), IENG 234 (Modelling in Operations Research), IENG 212 (Engineering Statistics) and IENG 323 (Production and Service Systems Planning I). Hence, all the students who would like to enrol in the IENG 441 System Analysis course would have to obtain a satisfactory grade from these prerequisite courses. In addition, students must obtain a satisfactory grade from the IENG 441 System Analysis course in order to enrol in the IENG 442 System Design course.

In the graduation projects, students work as groups under the guidance of the academic advisors. Groups are created according to the GPA of the group members and the number of members is determined by departmental committee. A group of students and academic advisors are assigned to each project. Also, a company supervisor is determined for each project.

Project groups have to meet weekly with their academic advisors during the course. Groups are also expected to spare two half days in a week in order to visit companies. Each group member is obliged to be present at the weekly project meetings and company visits at least 80% of the time to fulfil the course attendance requirements. Students absent from more than 20% of the meetings are given an R grade, and thus will fail the course.

In addition, the project courses involve several milestones, each with its own hard deadline. Students failing to meet these hard deadlines will risk failing the course. The milestones (presentations, reports, posters, etc.) and their exact deadlines can be found in the [implementation plan](#) and the [course syllabus](#).

The project, spanning two semesters, is partitioned into twelve steps as summarized below. Note that the steps are given for the entire two-course sequence, commencing at the beginning of the Fall Semester and concluding at the end of the Spring Semester.

The first course, IENG 441, also referred to as the analysis part of the project comprises six main steps:

- **General System Analysis**
- **Micro System Analysis**
- **Overview of Solution Procedures and Literature**
- **Graduation Project Plan**
- **Problem Modelling and Formulation**
- **Literature Review and Study**
- **Solution Methodology**
- **Developing the Model Base**
- **Decision Support System (DSS)**
- **Verification and Validation**
- **Comparison**
- **Application**

ii. Summer Training

Sophomore and junior students are expected to complete two internships (IENG 349 Internship-I and IENG 449 Internship-II) during mostly the summer period. The minimum time required for each Summer Training is 20 working days. Students have to enrol these courses a semester before they start their internship.

In both trainings, students are expected to **observe, describe** and **report** some systems phenomena covering Organizational Concepts, Production Systems Design, Production Planning and Control Systems, and Information Systems. In addition, during the second training, each student should identify, formulate and find a satisfactory solution to an **Industrial Engineering problem** of the organization. In order to be able to take IENG 349, students are expected to pass IENG 221 Work System and Analysis and expected to meet at least attendance requirement of IENG 214 Engineering Cost Analysis. In order to be able to take IENG 449, students should first pass IENG 349. Then, they are expected pass IENG 234 Modelling in OR and IENG 323 Production and Service Systems Planning I.

In following sections of this booklet, students will find guidelines for company selection and application procedures, report writing, evaluation and grading of reports, and filling out the Log Book.

How to Select a Company

The Department will provide a list of companies acceptable for IENG 349 and IENG 449. Also, the number of Summer Training positions allocated to our students by some companies will be announced. However, the number of trainees that companies accept is usually limited. Therefore,

the students are encouraged to find and propose alternative companies to be approved by the Department. The following criteria should be satisfied in the selection of a company:

1. For IENG 349, the company must be involved in manufacturing. For IENG 449, manufacturing or service companies are acceptable. However, when selecting a service-sector company, students make sure that they will be able to observe all processes in order to fulfil their duties.
2. The company should satisfy **at least** one of the following criteria:
 - a. at least **one industrial engineer** must be employed,
 - b. at least **three engineers** must be employed,
 - c. at least **15 white-collar personnel** should work in the organization.
3. The company **will be functioning actively** (not on a break due to maintenance, economic crisis, etc.) during the period of the training.
4. For IENG 449, the proposed company should be different from the company where IENG 349 Summer Training was performed. However, a different plant of the same company in a different location may be accepted upon approval of the Department.
5. If a student fails from one of the Summer Trainings, it is not allowed to conduct the repeated training in the same company.

Application Procedure

The subsequent steps should be followed for Summer Training.

Step 1. Students should provide the following information about the company (or companies) to which they apply for summer training, and submit it to the Summer Training Committee using the **Company Proposal Form** (also available in the course's web site on the link http://endmuh.yasar.edu.tr/wp-content/uploads/2013/04/form2_COMPANY-PROPOSAL-FOR-THE-SUMMER-TRAINING.pdf).

1. Full title and the address of the company.
2. Employment data (numbers of workers, engineers, industrial engineers, and other technical employees, administrative staff, etc.).
3. Nature of the business that the company is involved in.
4. A brief description of the types of operations undertaken by the company.
5. A list of the main products of the company.
6. Approximate annual sales (if available).
7. Brief history of the firm (if available).

Step 2. After the company is approved, students should get the **Statement of Permission for the Summer Training Form** (also available in the course's web site on the link http://endmuh.yasar.edu.tr/wp-content/uploads/2014/04/form1_STATEMENT-OF-PERMISSION-FOR-THE-SUMMER-TRAINING-modified.pdf) from their academic advisor, fill out the relevant parts and have it approved (signed) by their academic advisor. Then, submit it to the Summer Training Coordinator.

Step 3. After the **Statement of Permission for the Summer Training Form** is approved by the Summer Training Coordinator, students will get the **Letter of Application**, with which they apply to the selected companies, from the Department Secretary. The **Letter of Application** should be

submitted to the companies by the students. The form of letter of application can be downloaded from <http://endmuh.yasar.edu.tr/>

Step 4. As soon as the starting and finishing dates of their summer training are determined, students should get the health premium application form from the Department Secretary or from the Summer Training web page, fill it out and return it to the Department Secretary to start the process for their health insurance premiums which will be paid by the University.

Step 5. Students should download the *Training Log Book* and this *Summer Training Booklet* from the course's web site and submit a printed copy of the *Training Log Book* to the company supervisor when they start their summer training. *Training Log Book* can be download from the link (<http://endmuh.yasar.edu.tr/wp-content/uploads/2013/04/SUMMER-TRAINING-LOG-BOOK.pdf>)

How to Prepare the Summer Training Report

1. The report must be written in English and printed. It should be free of spelling, typing and grammar errors. The use of spell/grammar checkers and online dictionaries is recommended.
2. Style, format, organization and content of the report are important issues to be considered in evaluation and grading. You should use, as a general rule, Times New Roman font of size 12 and 1.5 space between lines.
3. The main headings must be numbered and written in capital letters whereas subtitles must be written in small letters (initial letters being in capitals). All pages should be given page numbers. Figures, drawings, charts, tables, etc. should be numbered, captioned and put in Appendices only if they are not of ultimate importance. They should be referred in the report wherever appropriate using their corresponding numbers.
4. Students are not allowed to borrow others' material directly without citation (otherwise, it is plagiarism) and they should not use unnecessary "filler" material compiled from internet or other sources.
5. The report should consist of the following sections:
 - Title Page**
 - Table of Contents** (with corresponding page numbers)
 - Statement of Plagiarism**
 - Introduction**
 - Analysis: Questions and Tasks** (students should determine the structure of this main part of the report, definitely not in Q&A style)
 - Conclusion**
 - References**
 - Industrial Engineering Problem** (for IENG 449 only)
 - Appendices**
6. IENG 449 reports should be submitted no later than the first day of the registration period for the following semester. IENG 349 reports should be submitted until the last day of the add-drop period for the following semester.

During the process of writing summer training report, students must avoid plagiarising. Otherwise, they will fail these courses.

How to Evaluate Summer Training Reports

The overall assessment of the student's Summer Training is based on the evaluation of Summer Training Report and the Summer Training Log Book.

1. The Log Book is examined prior to acceptance for evaluation of the student's written Summer Training Report. If it is found to be inadequate in student performance or programme coverage, then the Summer Training is regarded as Unsatisfactory and will have to be repeated.
2. The evaluation of Summer Training Reports will be done on a pass/fail basis. If the report is found to be Satisfactory, the student passes. If the report is determined to be Unsatisfactory, the student fails and student will have to repeat the Summer Training at his/her earliest convenience. When the report is evaluated as requiring some admissible revisions, during pre-processing, it will be returned back to the student for revision and/or rewriting in a limited duration. The completed report will be evaluated by the same grader. The details of evaluation process will be announced later in the course webpage.

The evaluation of the reports is based on the following factors:

- Style, format and organization of the report
- Command of English
- Answers given to questions
- Accomplishment of tasks
- Definition, modelling and solution of the IENG Problem (for IENG 449 only)

The details of grading will be announced at the beginning of each semester. Students will be allowed to examine the details of their grading. In case of objections, the Summer Training Committee is the ultimate decision maker about the re-evaluation procedure and determination of the final grade.

iii. Double Major and Minor programs

These programs allow academically successful undergraduate students from other departments to take courses simultaneously from our department, to have a second diploma.

Application and Acceptance Requirements:

Students from Faculty of Engineering, Business Administration, Economics and International Logistics Management may apply for these programs. For more information related with the application deadlines and rules, please read the related regulations from Student Affairs web page and follow our departmental website.

Moreover, you should talk and discuss with the double major-minor program coordinator (Prof. Dr. Murat Fadiloğlu) of our department prior to attending to these programs.