**İhsan Doğramacı Bilkent University**

**Mechanical Engineering Department**

**ME 299/ 399 Summer Practice Report**

**Company Name:**

**Student Name:**

**Student ID:**

**Internship Period:**

**Signature of Student:**

**Company Advisor:**

**Signature of Company Advisor:**

**Ankara, 2025**

 **Table of Contents**

**1. Description of the Company**

 **1.1 Name of the Company**

 **1.2 Company Address**

 **1.3 General Information about Company**

 **1.4 Organizational Structure**

 **1.5 Products**

**2. Introduction**

**3. Manufacturing Process/ Management Process**

**3.1 xxxxxxxx**

**3.2 xxxxxxx**

**………..**

**……….**

**4. Quality Control**

**5. Work Safety**

**6. General Assessment**

**7. DEI- (Diversity, Equity, Inclusion)**

 **7.1 Diversity**

 **7.2 Equity**

 **7.3 Inclusion**

**8. Sustainability Approach of the Company**

 **8.1 Environmental Sustainability**

 **8.2 Social Sustainability**

 **8.3 Economic Sustainability**

**9. Recommendations**

**10. Appendix**

**11. Abbreviations**

**12. References**

**1. Description of the Company**

 **1.1 Name of the Company**

*xxxx A.Ş*

 *Phone: (aaa) XXXXX*

 *Registered Electronic Mail (in Turkish Kep Address):*

**1.2 Company Adress**

*Bilkent Üniversitesi Üniversiteler Mahallesi 06800 Bilkent, Çankaya/ Ankara/ Türkiye*

**1.3 General Information about the Company**

 *Company’s Establishment and Area of Activity*

*Establishment Date and Partnership (if applicable)*

*Changes in the Company's Capital Structure (optional)*

*International Collaborations and Contracts (optional)*

*Must be included in this section.*

**1.4 Organizational Structure**

*As seen above, the organisation chart of the company should be included in this section.*

 **1.5 Products**

*The products manufactured by the company and their brief descriptions, or the services provided by the company and their brief descriptions, should be included in this section. Technical details may be included in the explanations*

**2. Introduction**

*In this section, the student should describe their summer internship at the company they were accepted to, along with the purpose of the internship. The internship process and its objectives, the training and orientation on the first day, the departments worked in, and the observation of the production or management processes should be included in this section.*

**3. Manufacturing Process/ Management Process**

*Manufacturing processes and details should be included in this section. If the internship was carried out in different departments or if the production stages follow one another, these stages should also be included. If the internship is in management, the processes related to the department where the internship took place and their relationship with the production stages should be explained in detail.*

**4. Quality Control**

*Product quality approval processes applied within the company, reporting after tests, or quality control processes presented to the customer should be included in this section. For example, CMM (Coordinate Measuring Machine) reports are a quality control process for a product. In management-related cases, the efforts made for quality assurance should be included in this section. For example, having an ISO 17025 certificate to prove that a laboratory conducts its operations according to standards. If there are any relevant documents for quality assurance, they can be used visually in this section, or the method of conducting CMM measurements for quality control can be demonstrated in this section.*

**5. Work Safety**

*This section should include information about the occupational health and safety processes at the company where the student completed their internship, what the occupational health and safety department focuses on during production, the training received related to occupational health and safety at the beginning of the orientation process, and the training related to personal protective equipment.*

*This section should not exceed one paragraph*

**6. General Assessment**

*This section should include the experiences the student had during their internship. These experiences should be compared with the courses the student has taken. Comments may be included in this section. Differences and similarities between theoretical education and industrial applications, as well as the similarities or differences between the courses taken and real-life applications, can be discussed here. For example, the real-life application of the SolidWorks CAD program learned in the ME 102 course or the similarities and benefits of the knowledge gained in the ME 232 course in material selection and analysis processes.*

**7. DEI- (Diversity, Equity, Inclusion)**

 **7.1 Diversity**

*Does the company implement processes to hire personnel from a wider pool of candidates during the recruitment process? Does it support the employment of personnel from different races, genders, and age groups? Are candidates protected from retaliation in the recruitment process with regard to the specified factors and similar issues? Are employees' differences and perspectives integrated into work processes? Does the company provide training opportunities for personnel development and awareness? This section should describe and evaluate the company's practices in response to these and similar questions*

 **7.2 Equity**

*Does the company provide equal opportunities to its employees? Does it implement guidelines or policies to offer fair opportunities for career development and promotions? Does it consider the individual needs of its employees? For example, flexible working hours for female employees or special tools for disabled employees? Are special working environments created for employees with disabilities? This section should describe and evaluate the company's practices in response to these and similar questions*

 **7.3 Inclusion**

*Are employees included in the decision-making processes? Can employees express their opinions without feeling pressured? Are policies developed to make employees feel valued? Are employees with different personal situations supported? For example, employees with children, employees pursuing higher education such as master's or doctoral programs, and employees with disabilities. This section should describe and evaluate the company's practices in response to these and similar questions*

**8. Sustainability Approach of the Company**

 **8.1 Environmental Sustainability**

*Does the company use renewable energy sources? What percentage of production and other energy expenses come from fossil fuels? Are energy-efficient equipment used? Are they monitored? Are LED lights preferred for lighting? Is energy efficiency considered when creating the working environment? Are employees trained to reduce waste? Is recycling evaluated? Does the company have zero-waste processes and policies? Are measures taken to conserve water? Is wastewater treated and reused? Is rainwater harvested? Are efforts made to reduce the carbon footprint? Is carbon emission monitored? Are processes in place to reduce the carbon footprint through logistics optimization? Are suppliers evaluated? Has a process been established to work with green suppliers? Do the products have green certifications (such as Energy Star or LEED)? Does the company support environmental social responsibility projects? This section should describe and evaluate the company's practices in response to these and similar questions*

 **8.2 Social Sustainability**

*Are employees' rights protected? Are there fair wage policies in place? Are occupational health and safety measures being taken? Are internal promotion opportunities considered? Are there mentorship and career support processes? Are volunteer programs being implemented? Are employee rights respected? For example, is child labor prevented? Are illegal activities prevented? Are there defined processes for leave policies? Does the company report on its practices to gain the trust of its stakeholders? Is there social innovation? This section should describe and evaluate the company's practices in response to these and similar questions*

 **8.3 Economic Sustainability**

*Are resources being used efficiently? Are processes such as the reuse of waste being evaluated? How are R&D investments balanced? Are applications like digitalization and Industry 4.0 being followed and implemented? Is cost control being monitored? Are there financial plans in place? Are process optimizations in place? Is there a sustainable supply chain management approach? Are global markets being evaluated? Have financial transparency principles been adopted? This section should describe and evaluate the company's practices in response to these and similar questions*

**9. Recommendations**

*In this section, the student will provide recommendations for other students who will be doing their internships at the same place, based on their own internship experience*

**10. Appendix**

*The appendix can include things like charts, graphs, tables, raw data, detailed explanations, or other supporting documentation that may be too long or detailed to include in the main body of the text, but are still important for the reader to understand the full context.*

**11. Abbreviations**

*If abbreviations are used within the report, they may be explained in this section. Some examples are provided below*

**BET :**Branauer Emmet Teller

**LDPE :** Low Density Polyethylene

**CMM :** Coordinate Measuring Machine

**NP :** Nano Particle

**ROI :** Return on Investment

**NAV :** Net Asset Value

**CAD :** Computer Aided Design

**CAM :** Computer Aided Manufacturing

**FMEA :** Failure Modes and Effects Analysis

**ISO :** International Organization for Standardization

**HMI :** Human Machine Interface

**12. References**

*When writing the report, you may need to give references. References should be given as a number in square brackets [ ]. The authors' surnames should be spelled clearly and their first names abbreviated. When referring to publications, details such as page numbers, year of publication, etc. should be given. If a reference is taken from the Internet, the date of access should be given. Some examples are given below.*

[1]Sumita, M., Tsukumo, Y., Miyasaka, K. and Ishikawa, K. “Tensile yield stress of polypropylene composites filled with ultrafine particles,” J. Mater. Sci., vol. 18, no. 6, pp. 1758–1764, 1983.

[2] Rong, M. Z., Zhang, M. Q., Zheng, Y. X., Zeng, H. M. and Friedrich, K. “Improvement of tensile properties of nano-SiO2/PP composites in relation to percolation mechanism,” Polymer (Guildf)., vol. 42, no. 7, 62 pp. 3301–3304, 2001

[3] Tosun, K. “Bağlayıcı Maddeler.”

[4] “X-Işını Floresans Spektrometresi.” [Online]. URL2:Available:http://merlab.metu.edu.tr/tr/x-isini-floresansspektometresi. Last Access Date: 07.04.2025

**Notes:**

**\*\*\*\* These headings are the sections that are required to be included in the internship report**

**\*\*\*\* The font style must be Arial. The font size must be 12 for the headings and 11 for the body text.**

**\*\*\*\*** **The line and paragraph spacing must be 1.5.**

**\*\*\*\*** **The text must be evenly spaced within the paragraph.**

**\*\*\*\*Internship reports must be at least 30 pages and at most 45 pages.**

**\*\*\*\*** **All pages should be numbered.**