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| --- | --- | --- |
| C:\Users\Erdem\Desktop\CULogo.jpg | “Main report submitted to  Mechanical Engineering Department of  Çankaya University  in fulfillment of the requirement for  ME 300 Summer Practice II” | ***Description: http://www.me.cankaya.edu.tr/ME%20logo.jpg*** |

“ME 300”

“SUMMER TRAINING REPORT ”

**By**

|  |
| --- |
| **Name Surname** |
| **ID** |
| **R&D Company** |
| **Company Name** |

**Training Period:**

\*\*/\*\*/\*\*\*\* – \*\*/\*\*/\*\*\*\*

Çankaya University

Department of Industrial Engineering

Summer 20\*\*

“STATEMENT OF NONPLAGIARISM”

“I hereby declare that all information in this report has been obtained and presented in accordance with academic rules and ethical conduct. I also declare that, as required by these rules and conduct, we have fully cited and referenced all materials and results that are not original to this work.”

“Name, Surname”

“Signature” “Date”

# “INTRODUCTION”

## “Information about the Company”

“Full title, address, foundation date, employment data (number of workers, technical and administrative staff, etc.), main products, competitors about the company should be provided in tabular format (see Table 1 for a sample table format).”

“Table 1. Summary Information About The Company”

|  |  |  |
| --- | --- | --- |
| Full Title of the Plant | |  |
| Address | |  |
| Foundation Date | |  |
| Number of Employees | White-Collar |  |
| Blue-Collar |  |
| Number of Engineers | Mech. Eng. |  |
| Non ME |  |
| Number of Administrative Staff | |  |
| Main Products | |  |
| Competitors | |  |

## “Role of ME in the Organization of the Company”

“Discuss the organizational structure of the company referring to the organizational chart (if it is not available, prepare it yourself). How many Mechanical engineers are employed in the company? For one Mechanical engineer, provide name, title, duties and his/her responsibilities.”

# “PROJECTS AND COMPANY STRUCTURE”

“An overview of the projects and the company structure, in conjunction with the position of the firm in the domestic and foreign markets, and the overall of the firm with the world markets.”

# “Machine and machine tools used in manufacturing”

***““Machine and machine tools used in manufacturing (number and technical properties). Technical details will be given only for main machine groups (At least 5 groups). Machine tool representing the group will be explained in detail. Structure, layout, working principles, and technical specifications should be explained. Copy of the information from the website is not acceptable [03]”***

# “DESIGN/DEVELOPMENT ACTIVITIES”

***“Product design/development, process planning, research and development (R&D) activities in the company.”***

# ” Software Used In company

***“Describe Computer Aided Drawing / Design/ Engineering /Manufacturing software used in the company with brief explanations and related hardware (workstations, CNC machines, etc). Describe Computer usage in Assembly and Management (production, inventory, cost, personal, configuration, revision).”***

# “AUTOMATION, ADVANCED TECHNOLOGIES AND INFORMATION SYSTEMS”

“Is there any automation used in the company? Select a manual process and discuss how it could be automated.”

“Are the advanced technologies used in the company? If yes, explain their usages. If not, comment on how these technologies can be applied in the company.”

# “quality ASSURANCE AND CONTROL SYSTEMS”

“Quality assurance and control systems in the company. Explain quality management system and the quality certificates of the company.”

# “occupatıonal health and safety”

“Occupational health and safety practices in the company”

# “PROCESS FLOWS”

“Process flow of the projects, from customer requirements, through all design steps (literature survey, conceptual design, embodiment design, detailed design), till end of design verification through testing of prototype systems.”

# “engıneerıng analysıs”

“Detailed engineering analyses of two projects: “

“a. Description and analysis of two research, development or technology projects completed by the firm.”

“***b. Cost analysis of the two projects.”***

# engıneerıng problem solvıng

“A detailed explanation of the contribution of the student to one of the projects during the summer practice \*. ““\* If there was no drawing in step 12 create 3D engineering drawings of two subassemblies from the two projects described in step 11.”

# “CONCLUSION”

“REFERENCES”

*“In ME summer practice reports, do not use footnotes for referencing. Instead, present the references as a separate list at the end of the main body. Use IEEE citation style throughout the report (Please refer IEEE citation guide for referencing style available in” “http://www.ieee.org/documents/ieeecitationref.pdf). For the documents posted on a web site, note the last access date in the citation. For instance:”*

*“[1] Multiphysics Modeling and Simulation Software COMSOL, Last access date: 20 May 2012. Available from: http://www.comsol.com.”*

*“Also for the web sites, be sure that you write down the full URL of the document (e.g. http://me.cankaya.edu.tr/Underg\_Courses.htm#Mechanical\_Engineering\_Department\_offers\_4-year\_undergraduate\_program instead of* [*http://me.cankaya.edu.tr)*](http://me.cankaya.edu.tr))*.”*

“APPENDIX”



