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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** |
| **Factory** |
| **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 of 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 Company | |  |
| 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.”

# “Description of the Products”

***Describe main products that are produced in the company***

# ““Production type”

***“Production type (job shop, flow line, cellular etc.) and production quantity”***

# 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]”***

# “Product design/development”

***“Product design/development, process planning, research and development activities in the company (if not applicable, discuss the reasons an effects)”***

# “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.”

# “Supporting facilities”

“Supporting facilities in the company (air conditioning, waste treatment etc.)”

# “LAyout of the company”

***“Location and layout of the company (reasons affecting the selection of the current location, block layout of the plant and detail layout of a section/ department, reasons affecting the company).”***

# “quality management plan”

***“Quality management plan, quality assurance and quality control system, and standards and certificates of the company. Explanation of the quality management system for a selected part, product.”***

# “maıntenance”

***“Maintenance of the machines/systems in the company (Periodical maintenance and repair principles, basics and schedules of the company for the whole systems available in the company).”***

# “occupatıonal health and safety”

***“Occupational health and safety practices in the company”***

# “engıneerıng analysıs”

Detailed description of the manufacturing processes involved in manufacturing of these selected products. Draw manufacturing flow chart for both products. Process flow of the two products, from raw material to finished good (process flow diagram), and any possible improvements in the processes or the flow. “

“Engineering drawings of two selected major products manufactured in the company. All the technical drawings (detailed/working) will be drawn in 3D and 2D by the student using Autodesk Inventor. The drawing printout must be given in appendix and also the source file (idw) shall be given with the CD.”

“Cost analysis of the two products.”

# engıneerıng problem solvıng

“Identification and analysis of a mechanical engineering problem in the company, proposal of a solution. There should be a special focus on this issue. The problem and the proposed solution must be reported in detail.

“

# “general assesment of the summer practice”

***“General assessment of the summer practice, benefits, special situations, observed problems, identified and proposed solutions, and recommendations for the future, the major occupational benefits obtained.”***

# “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).”*

“APPENDIX”

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