TED UNIVERSITY

DEPARTMENT OF INDUSTRIAL ENGINEERING

IE 399 SUMMER PRACTICE I

SUMMER TRAINING REPORT

COMPANY NAME

DATE (Submission Date of Report)

Name
ID

Abstract

Abstract is a short summary of what the report is about. Add your abstract to the cover page. Use Times New Roman, 11pt., max 100 words, justified and single-space.

TABLE OF CONTENTS

Part 1. Company Identity Card

Company Name:	
Location:	
Date of Establishment:	
Ownership:	
Area (m^2)	
Outdoors:	
Indoors:	
Number of Workers	
White Collar:	
Blue Collar:	
Number of IEs:	
Annual Production Capacity for major products/services:	

Part 2. System Analysis

Write a report of maximum eight pages about the company and the production system. … (Check the website for the report content).

2.1 Company Information

2.2 Organization

2.3 Analysis of the Production System

2.4 Process Analysis

2.5. Report Format

Use the same format provided on the cover page.

Add table of contents before Part 1. Company Identity Card.

Fill out the Company Identity Card provided in Part 1.

For Parts 2, 3 and 4, use the following format:

- ■ The report should be a self-contained report in a continuous text format.

- ■ Write your report on A4 sheets, double-spaced, 11-point font, Times New Roman, normal page margins (i.e., 2.5 cm from both top/bottom and left/right) and justified text (i.e., text should not be left aligned/centered, it should be distributed evenly between margins).

- ■ All charts, diagrams, etc. can go to Appendix. This will save you space, if you need. Do not forget to refer them in the main body if you add them to Appendix.

- ■ Use appropriate title and citation format (e.g., positioning, numbering etc.) for figures and tables within the text and Appendix.

- Do not forget to divide your report into parts. Use the headings and subheading given in this document. Add subheadings if you need more.

- Insert page number to your report.

2.6. Language

- Make sure that your report has no grammar, spelling, and punctuation errors.

- Use proper technical terminology and a formal language.

Part 3. Activity Analysis

Focus on a particular process within the production system. … (Check the website for the report content).

Part 4. Professional and Ethical Responsibility

Reflect on your summer practice experience and elaborate on the importance of professional and ethical responsibility. … (Check the website for the report content).

References

- All the articles, books, internet sites etc. that are used should be listed in the references and referred in text. The articles that are not referred in text should not be listed in references.

- Use the same format for your references and citations (e.g., MLA, APA, IEE).

- Use single-space.

- References should be placed on a new page.

Appendices

- All charts, diagrams etc. should be numbered as Appendix A, Appendix B etc., and each Appendix should be cited in text.

- Add an appropriate titles for your appendices.

- Appendices should be placed on a new page.