

DOĞUŞ UNIVERSITY
DIRECTIVES OF UNDERGRADUATE VOCATIONAL TRAINING FOR ASSOCIATE/UNDERGRADUATE DEGREE PROGRAMS

(Accepted at the University Senate meeting held on November 20th 2008 no 2008/20 and approved on March 25th 2009 no, 2009/4. by the board of trustees)

Aim

Article 1 – The aim of Undergraduate Vocational Training – hereafter referred to as ‘work place training’ or ‘training’ - is to reinforce the theoretical knowledge and experience students have acquired during their education, to develop the abilities and experience gained in the laboratory and workshop, and to familiarize students with the responsibilities, relationships, organization, process of production and the developing technologies, in the places of business where they will undergo training.

Scope

Article 2 – This directive outlines the main procedure that must be followed during the compulsory training period. Faculty/VOC committees produce their own guide for training, which is in accordance with this directive, and which has been submitted to the University Senate for approval.

Basis

Article 3 – This directive has been written in accordance with law number 2547 of The Higher Education Law, and the 23rd item of Dogus University Associate/Undergraduate Degree Programme Education and Exam Regulations.

Administration of Training

Article 4 – Training is administered by a “Training Committee”. This committee consists of at least two people, one of whom is the chairman. They are assigned for a period of two years in each department by the relevant committees of The Faculty or Vocational School. A member of the committee whose term of duty is over can be reassigned.

The Training Commission is be responsible for:

- preparation of the training guide,
- finding suitable places for training and assigning them to students,
- approval of the places for training in cases where the place of training is arranged by the student,
- assessment of the training program at the proposed training work place. Presentation of the results of the assessment to the University Training and Education Application Board.

The University Training and Education Application Board are determined by the Rector and the Vice Rector, and consist of:

- the Deans of the concerned faculties,
- the Principal of Vocational School, and,

- an instructor who is responsible for university-industry cooperation.

THE TRAINING MANUAL

Article 5 – Each department prepares a suitable manual according to their needs, and they provide students with access to this manual on the website. In this manual, the following items are explained:

- a) The definition of training,
- b) The aim and expectations of training,
- c) The criteria required for suitable training place in each training period,
- d) Training procedures which include:
 - The correct procedure for, choosing a place for training, application for training and approval of the department,
 - The format of the Training Report - which is to be completed by students (during/subsequent to training) - including, writing rules, content, approval procedures and the lead time of the report,
 - The procedure of evaluation of the student's training performance by the company training manager at the working place, which is then conveyed to the relevant training committee.
- e) The process of evaluation of both the training and the training report, and the conversion into a grade by the relevant training committee.

The training manual supplement includes:

- the training petition, which will be given to the relevant committee by students,
- an official document will be written by the committee to the place of business,
- training report,
- a cover page, and
- Samples of training evaluation forms.

PERIOD OF TRAINING

Article 6 – The period of training cannot be less than 30 working days, and not more than 90 working days depending on the nature of the program. Any work carried out during **official holidays** is not considered as contributing to the training period.

Working Places

Article 7 – Training must be carried out in a public or private working place that is suitable according to the needs of each department. Part of the training may be carried out in Dogus University laboratories, at application centres or at the laboratories of other universities.

Training has to be conducted at work place which has been approved by the Training Committee.

Undergraduate Work Place Training Rules

Article 8 –

1. Training must be carried out in a manner appropriate to the needs of each students department and program.
- b) Undergraduates must complete three training sessions during their program. Each training session is conducted immediately following the summer holiday in the first, second and third academic year of the students program.
- c) If training is required *during* the academic year, due to special reasons, it must be approved by the training committee.
- d) Two training sessions can not be conducted at the end of one academic year. The next training session can not be started unless the previous training session has been successfully completed (for special cases, the permission of the training committee is required).
- e) More than one training in the same company is possible if approved by the training committee.
- f) Students, who have laterally transferred from other universities where they have previously completed training, can apply to have this training accepted as valid for their current program. In these cases the approval of both the relevant training committee and relevant Head of Department is required.
- g) Students must successfully complete their work place training, in accordance with this directive, in order to graduate. If students do not successfully complete their workplace training, in accordance with this directive, they will not graduate.

- h) In order to participate in work place training, vocational school students have to attend more than half the compulsory courses of their program (not including Principles of Atatürk” and” Turkish” lessons) in each academic year. Students who do not attend more than the half classes of their program are not permitted to do training.
- i) Dođuş University does not pay students for training nor does it reimburse students for any costs associated with training. In addition, Dogus University takes no responsibility for any financial relationship arranged between students and their training places in regard to work place training.

STUDENTS RESPONSIBILITIES

Article 9 - Students are responsible for finding themselves a suitable training place.

Students have to obey all rules, regulations and instructions of the company where they carry out their training. They also are required to attend any commercial, social and cultural activities of the workplace, in addition to performing the professional training duties given by the managers of the workplace. Otherwise training will not be considered valid.

If a student is given a duty by the training company, that the training committee considers to contravene the principles of education the students training committee can change the training place of that student.

Students must accept the same responsibilities as the other employees of the training workplace if they cause any damage while conducting training.

Absents during Training

Students can not be absent during the training period without good reason.

If a trainee is absent three days successively without good reason, or, the trainee has more than 10% absence during the training period, that students training will be terminated by the training committee. Students have to obey the discipline regulations of Dogus University and Higher Education Council during their training period.

Training Documents:

Article 10- The following documents are required:

1. Training Notification Form (Appendix 1) that identifies the student’s training place.
2. Training Acceptance Form (Appendix 2) that verifies the student has been accepted by the training company for Undergraduate Vocational Training.
3. Trainee Student Evaluation Form (Appendix 3) to be filled in by the company training manager.
4. Trainee Handbook (Appendix 4) showing the trainee’s activities. This is to be filled in by the trainee student and approved by the company training manager.

5. Training Report – to be prepared by the student and submitted to the training committee together with the Trainee Handbook.

PRE-TRAINING REQUIREMENTS

Article 11-

- a) Students may determine their own training places. In this case, the student needs to:
 1. apply to the Training Committee by filling in a Training Place Notification Form not later than the end of March, and,
 2. The training company must fill in a Doğuş University Trainee Admittance Form and it should be submitted to the Training Commission for approval.
- b) Students can also apply to the companies that the faculty or vocational school determine in the same way. The distribution of these applications to the companies is done by the Training Committee.
- c) The students whose training places are approved can begin their training after getting their approved Training book, the petition written to the company where training will be held, and a Trainee Evaluation Form.

REQUIREMENTS DURING TRAINING

Article 12- During the training, a training book is to be completed in accordance with the following rules:

- a) The first page of the training book shows the program of study to be done in weekly format. This page is to be approved by the company training manager of that company.
- b) The pages that directly follow the weekly format page are used to show the breakdown of the work of each weekday. These pages are to be filled in everyday and approved by the company training manager who reviews all work at the weekend.
- c) At the end of the training book there are pages in which the students will report the training content in detail daily/weekly according to their periods. (Daily/Weekly Detailed Report). These pages are filled in by the students and they are approved by the company trainee manager. The training report has no page limit.
- d) The training book is written in English for the students who study in English, and in Turkish for the students who study in Turkish.

POST-TRAINING REQUIREMENTS

Article 13

- a. At the completion of the training period, the student must prepare a report evaluating their training.
- b. The report must outline the abilities and knowledge the student gained through the training.
- c. The Training Report must be prepared on computer, and must be at least 500 words. Pictures must be drawn in accordance with Technical Drawing Regulations.
- d. The training book must be written in English for the students who study in English, and in Turkish for the students who study in Turkish.
- e. An Intern Student Evaluation Form correctly completed by the company training manager must be submitted, in a sealed envelope carrying the seal of the company.
- f. Undergraduate students must hand in the Intern Student Evaluation Form, Training Report and Training book to the Training committee before the end of the third week of the following semester. Students who fail to do this are considered not to have finished the training.
- g. For Associate Degree Program students, the Intern Student Evaluation Form, Training Report and Training book to the Programme Management must be handed in no more than 15 days after they complete the training. Students who do not hand in the documents in time are considered not to have finished training.

CONTENT OF THE TRAINING REPORT

Article 14-

The Training Report must include:

- a) **Cover page:** This must list the students name, the name of the student's department and program, the place and type of training and the dates of the period of training.
- b) **Preface:** This must outline the aim and scope of the Training Report, how it was prepared, and include a thank you message to the contributors.
- c) **Contents Page:** This page must list each subject, page numbers, and include a list of the pages of any drawings, charts and appendixes.
- d) **Main Chapter:** The Main chapter consists of three sub-chapters.

- **Introduction of the Company that the Training was Completed in:** (1/4 of the Report) Name, address, foundation date, capital inflow, personal number, main business fields, capacity, sector and the stance in that sector held by the training company must be indicated. Organization schema, management structure and the pros and cons (if any) of the company must be evaluated.
- **Introduction of the company department that the training is completed in.:** (1/4 of the Report)
- **Functions of Company and the Student's Evaluation of his/her Training.** This section must outline the functions of the training company and an evaluation of the training experience by the student. (2/4 of the Report)
 - e) **Training Results:** A short summary of the Training Report and achievements and a mention of any failures of the training compared to the students expectations from the training and the reasons for these, as well as any recommendations and opinions of the student.
 - f) **References and Notes:** Sources and people who contributed to the preparation of the training report must be included alphabetically.

ABSENCE DUE TO ACCIDENT OR ILLNESS

Article 15

If a student has a serious accident or illness which prevents them from attending the work place for three (or more) successive days, the training is adjourned and the student must inform their Training Committee at Dogus University. The Training Committee is responsible for informing the student's family. When the student returns to training, the number of days absent is added to the training period. If the number of days absent is more than half the total training period, the training is terminated.

EVALUATION OF TRAINING BY THE TRAINING COMMITTEE

Article 16

The Training Committee assesses the Intern Student Evaluation Form, Training book and Training Report, within one month, after it has been submitted by the student, and awards the student a grade out of 100. Students achieving 50 or more are considered to have successfully completed their training. Unsuccessful students are given two more training opportunities throughout their academic education period. The Training Committee may consider a student to have successfully completed training solely on the basis of the documents submitted, or they may request the student undergo an interview with the Training Committee, or ask him/her to demonstrate the knowledge gained from training, as deemed necessary. The committee may make the student correct certain details of the documents submitted if necessary. If a student is asked to make corrections to training reports, they need to do so

within one month of the request, otherwise training will be considered unsuccessful. Such cases will be forwarded in writing to the Faculty Dean or Vocational Schools Administration. Trainings accepted as successful will be notified in writing to the Faculty Dean or Vocational Schools Administration by the training committee chairman.

The training book and report are usually stored for a period of two years by the head of the department. If deemed necessary, they may be destroyed by the Department.

APPEALS

Article 17 - Students may appeal against the result of their training assessment, but must do so within five working days after the result is announced. The appeal process is conducted in accordance with the provisions of ‘Dogus University Undergraduate/ Graduate Education and Examination Regulations’.

THE EXPECTATIONS OF TRAINING

Article 18

The general expectations of the first training are;

- a. the student is introduced to the business world,
- b. the student gains an understanding of the requirements and discipline of the business world by performing tasks in the fields of production (service) plants and workshops (laboratory) work.

The general expectations of the second training are:

The student becomes familiar with the organisational structure of business, makes observations relating to professional life, and gains business experience.

In short-term workshops, the aim is to provide students with observations and experience in regard to a particular business field or process. The training manual (article 5) sets out the framework of these general expectations including, the type and duration of training as appropriate for each department, and the procedure to be followed when filling in the training book.

REPEALS

Article 19

Accepted at the Senate of the University, dated 30/09/1998 and numbered 1998-10 “Senate Principles of training to be made during the Doğuş University Graduate and Undergraduate

academic year”, dated 30/04/1999 and numbered 1999-4 “Doğuş University Engineering Faculty Training Directive”, dated 05/01/2006 and numbered 2006-01 ‘Doğuş University Art and Design Faculty Training Directive’ and dated 18/04/2003 and numbered 2003-04 ‘Doğuş University Vocational School Training Directive’ have been repealed.

Provisional Item 1- For students who enrolled in Dogus University Vocational School Accounting Programme (evening education), and undergraduate programs which are delivered in the language of English, before the approval of this document by the university senate, Article 6 and Article 10 of ‘Doğuş University Vocational School Training Directive dated 18/04/2003 number 2003-04, both apply.

Enactment

Article 20- This directive goes into effect on the date it is approved by the board of trustees.

Implementation

Article 21- This directive is enforced by the Faculty Dean/ Vocational High School Principle.

FACULTY OF ENGINEERING

Computer Engineering Department Training Guide

Students need to complete a minimum of sixty days training over three stages

1st TRAINING STAGE (*Time period: 20 work days/4 weeks*)

The aim of the first stage of training is to make students familiar with computer technology that is currently and broadly used in the private sector. The selected companies need to be using computer technology intensively. Students are expected to undergo training, and report on their training in regard to the following:

1. Company Details. Including company name, address, date of foundation, capital structure, main activity, capacity, the number and types of staff, the company’s position within it’s sector, etc)
2. The place where the company is located and a blueprint of the plant demonstrated via a sketch. The location must be evaluated in terms of its advantages and disadvantages. For example, proximity to the market, proximity to suppliers of raw materials, type and availability of transport, supply of water, energy, labour supply, environmental considerations, pollution, legislation, climate, etc.
3. The organizational chart of the company must be provided and discussed in terms of its strengths and weaknesses.
4. The details of the company must be discussed and include:
 - a. administration structure
 - b. the quality of staff

- c. structure of the computer network
- d. flow of information and decision, mechanism of control
- e. quality of the hardware used
- f. quality of the used software
- g. quality of the work done

Suggestions on how to correct any weaknesses in the above areas, or any other relevant observations, can be included in the training report (e.g. Computer programming studies in the company etc.)

2nd TRAINING STAGE (*Time period: 20 work days/4 weeks*)

The second training should focus on the applications of computer technology in engineering. For this reason, students need to have their second training in companies that use computer technology intensively. In this training, the students are expected to work on the topics below;

- 1- Company Details. Including company name, address, date of foundation, capital structure, main activity, capacity, the number and types of staff, the company's position within its sector, etc)
- 2- The place where the company is located and a blueprint of the plant demonstrated via a sketch. The location must be evaluated in terms of its advantages and disadvantages. For example, proximity to the market, proximity to suppliers of raw materials, type and availability of transport, supply of water, energy, labour supply, environmental considerations, pollution, legislation, climate, etc.
- 3- The organizational chart of the company must be provided and discussed in terms of its strengths and weaknesses.
- 4- Problems that have been solved through computer assistance will be identified and the solution discussed.
- 5- Detailed information will be given about the computer network, hardware and software used in the solution.
- 6- Information about the data base used in solution process above will be given. Also, recommendations on how to improve these can be discussed. If there are not sufficient cases from the students training experience, recommendations on how the company could utilise computer technology, to solve problems, can be discussed.

3rd TRAINING STAGE (*Time period: 20 work days/4 weeks*)

The aim of this training is to get students to learn how to design computer technology based systems. They will select a problem area in the company where they undergo training. For instance, this could be an information technology design at a bank or the automation project of a production line in the manufacturing industry.

Students need to work and report on the following topics:

1. Company Details. Including company name, address, date of foundation, capital structure, main activity, capacity, the number and types of staff, the company's position within its sector, etc)
2. The place where the company is located and a blueprint of the plant demonstrated via a sketch. The location must be evaluated in terms of its advantages and disadvantages. For example, proximity to the market, proximity to suppliers of raw materials, type and availability of transport, supply of water, energy, labour supply, environmental considerations, pollution, legislation, climate, etc.
3. The organizational chart of the company must be provided and discussed in terms of its strengths and weaknesses.
4. A problem area that has been mentioned above will be selected and a full system will be designed via going through all the phases of what was taught in the course "System Analyses and Design"

ENGINEERING FACULTY
Industrial Engineering Department Training Guide

Student has to attend training at least 60 days in three stages.

1st TRAINING STAGE (*Time period: 15 work days at least /3 weeks*)

This training session will be held in a mechanical workshop. The purpose is for the students to gain understanding and experience in regard to the processes of:

- Lathe,
- Grading,
- Cutter,
- Welder,
- Planer, and the use of
- Evaluation Techniques.

The schedule of the students will be arranged as 2 days for each process above. The student trainee is expected to gain hands on experience through using machine and equipment. A summary of each days training activities will be entered into the training report, and will include information about counters, machines, equipment and the work that is done.

2nd TRAINING STAGE (*Time period: 20 workdays at least /4 weeks*)

The purpose of this training is the investigation of a company in terms of:

- Management and organization
- Manufacturing systems operation placement and arrangement of workplace
- Material transmission work evaluation and pricing systems.

This is done with medium and large size firms. The schedule and report of the student should be structured in such a way that it can answer the following questions:

1. Identify the name, address, date of establishment, capital structure, number of staff, main field of activity of company and in which sector it takes place, and the position the company currently holds in its sector.
2. Display the layout of the plant. Evaluate the place in terms of proximity to raw materials, proximity to the market place, transportation facilities, water, energy supply,

, labour supply, environmental concerns, pollution, legislation, and climate.

3. Display the fundamental material flows of the operation with a flow-chart diagram. Define the manufacturing process of the product of the company you chose. By researching the material transportation system, make suggestions for a more efficient workplace.

4. Draw the organization chart of the company. Assess the management structure, in terms of its strengths and weaknesses.

5. Give information about the production technology which is applied in company. By identifying the alternative technologies, decide and discuss whether the company is using the most appropriate technology for its process.

6. Are the Standard dates of operation of company decided? If yes, which technique is used? Choose a product and demonstrate how the standard dates are assessed. Explain the reasons for which standard dates are used.

7. Choose a work station and carry out a methodology research to simplify the process. By determining an operation's standard duration with the help of Taylorism, assess the production capacity per hour.

8. Identify the productivity level of activities in the company with a few sample charts.

9. Explain the production system of the company. Identify the stream mechanism for the following areas:

- manufacturing,
- quality control,
- maintenance and repair,
- production planning,
- purchasing, stock.

Add other examples.

10. Assess the fair value of the product you chose by identifying, workmanship costs, direct raw material and general expenses. Explain the system which is used in finding the cost. Write down the break even analysis of the product the cost of which is found. Give information about the work of budget. (The numbers that are used to find the cost have to be real figures.)

11. Identify the occupational accident statistics (if available) of company in general. Give information about the precautions taken for labour safety. Develop a precaution for an activity place that you chose.

12. Introduce the products of company, and give information about the distribution system of products and – if available- post sales services.

13. By selecting two administrative positions, give the job descriptions. Explain how these descriptions are set in this company.

14. Is there a job evaluation in the company? If so, explain how. If not, what kind of method is applied in classifying jobs? Explain.

15. Are industrial engineers working in the company? If yes, identify in which department they are employed and identify their tasks.

3rd TRAINING STAGE (*Time period: 25 workdays/5 weeks*)

The purpose of this training is to examine the production planning and control system and the information systems of a company which is in a production or a service sector. The main points of research should be:

- Sales forecasting
- Inventory management
- Process of production planning
- Quality management
- Maintenance management
- Project management
- Cost accounting
- Investment analysis

A research report should be written and structured in a manner that will effectively answer the following questions:

1. Identify the name, address, date of establishment, capital structure, number of staff, main field of activity of a company, include also in which sector it operates, and its present position in sector.

2. Evaluate the site of the establishment and any branches in terms of resource (finance centres, transport, etc.) and customer proximity.

3. Discuss the information and document flow system used in the company. Draw a flow chart diagram for a process you choose.
4. Draw the organizational chart of the company. Evaluate the administrative structure in terms of strengths and weakness.
5. Discuss the information technology and the hardware and software packages that are used in the company.
6. Give information about the product pricing of the company. Draw tables for the short term budget, profit and loss statistics of the company. (The numbers used do not need to be the actual figures.)
7. If there is an investment plan used by the company, discuss the criteria used to identify potential projects and the techniques of Engineering Economics.
8. Analyse the layout of the working place in terms of ergonomics. Develop a new design that brings improvement to the existing ergonomic situation. Demonstrate this with pictures and schemes.
9. Introduce the products of the company. Give information about the systems used to distribute the products and discuss any after sales service activities the company undertakes.
10. Briefly explain how the statistical techniques can be used within the company.
11. Give information about the assessment and evaluation techniques that measure the performance of the individuals, departments and the company.
12. Give information about the projects that are being done, and are planned to be done in the future, regarding the administration and operations.
13. Make a regression analysis by using sales volume figures from at least the last 5 sales periods to make a sales forecast, for one product, over the next 3 sales periods. Calculate the equation and the correlation coefficient.
14. Give information about the materials management and stock control activities of the company. Determine the economic order or production quantity of a product using the appropriate formulas.
15. Give information and illustrations about the annual production planning, monthly or short term production planning and how sales margin. (this questions applies only for the intern training at companies that are operating in production sectors.)
16. Give information about strategic planning period and examine the vision, mission, main strategies, and targets of the company. (this questions applies only for the intern training at companies that are operating in service sectors.)
17. Give information about the quality control operations of the company. At what stages of the production process are quality control checks conducted and how? Demonstrate on a

flow diagram. (this questions applies only for the intern training at companies that are operating in production sectors.)

18. Give information about the quality control operations of the company. State the activities that are conducted relating to customer satisfaction. . (this questions applies only for the intern training at companies that are operating in service sectors.)

19. Summarise the maintenance - repair operations of the company. Using data from the last two years, demonstrate the statistics in regard to the breakdown of a machine.

20. Choose five different jobs and create a price system by doing a job evaluation for those positions.

21. Give information about the bonus systems of the company.

22. Create an operation research model (linear programming, dynamic programming, critical path method (CPM)) for one of the business problems you have identified. Solve the model.

23. Please discuss whether the company is applying supply chain management. Give information about supplier relations (supplier performance evaluation), demand forecasts, and shared forecasts of suppliers and/or retailers with suppliers and retailers, inventory management, and product distribution.

24. What important experience have you gained from this work? Did you benefit from this training or not? State your reasons.

25. Do you believe you received sufficient guidance during your training? What are the issues or questions you would like to add.

26. Did the staff in the company have a positive or negative attitude towards your training? Discuss in terms of the level of encouragement, interest in and contribution to your training by the staff.

FACULTY OF ENGINEERING
Training Guide of the Information Systems Engineering Program

Students have to complete a total of 60 work days of training over three stages.

1st TRAINING STAGE (*Time period: 20 work days / 4 weeks*)

The aim of this training is to enable the students to become acquainted with the types of information technology and systems used widely in the market by companies. The companies selected for training should be using information technology systems intensively. The students are required to prepare a training report that includes the following features:

1. An introduction of the company, including the name of the company, the date of foundation, capital structure, core business, capacity, the number of employees and their qualifications, the sector of the company and the position the company holds in its sector ,etc.
2. The layout of the company's operations (plant / factories / warehouses etc.) needs to be explained with the help of a diagram. The layout should be discussed in terms of its proximity to raw materials and to the market, transportation resources, water, energy and labour supply, environmental concerns, pollution, legislation, climate, etc.
3. An outline of the company's organisational chart, followed by an assessment of the strengths and weaknesses.
4. The information system of the company should be explained in terms of the following points:
 - a. Management structure,
 - b. The quality of the employees,
 - c. The structure of the computer network,
 - d. Data and decision flow chart,
 - e. Control mechanism
 - f. The quality of the current hardware,
 - g. The quality of the current software,
 - h. The efficiency of the current roles/ jobs

The report should outline any identified weaknesses, in regard to the above points, and discuss possible solutions.

In addition to the topics mentioned above, any other relevant important observations can be included in the training report.

2nd TRAINING STAGE (*Time period: 20 work days / 4 weeks*)

The second training should be about the implementation of information systems in the training company. For this reason, students need to undergo training at engineering companies which use computer technologies intensively. Students are required to prepare a training report that includes the following features:

1. An introduction of the company, including the name of the company, the date of foundation, capital structure, core business, capacity, the number of employers and their qualifications, the sector of the company and the position the company holds in its sector ,etc.
2. The layout of the company's operations (plant / factories / warehouses etc.) needs to be explained with the help of a diagram. The layout should be discussed in terms of its proximity to raw materials and to the market, transportation resources, water, energy and labour supply, environmental concerns, pollution, legislation, climate, etc.
3. An outline of the company's organisational chart, followed by an assessment of the strengths and weaknesses.
4. Problems that can be solved with the help of computers should be indicated and the possible solutions discussed.
5. Computer network, hardware and software used for solving the problems, should be explained in detail.
6. If there are any operational data bases, management information systems, decision support systems, production informatics systems, institutional resource planning and software used for the purposes mentioned above, the student should explain their current state at the company and then propose some developments. If data base and systems such as these are not being used by the training company, the student should propose some ideas in regard to how the training company could implement their use.

3rd TRAINING STAGE (*Time period: 20 work days / 4 weeks*)

The aim of this training is to enable the students to become familiar with analysis, design and implementation processes, and to develop an awareness of institutional information systems. Students are required to choose a problem area at the training company for further analyses – explained below. (For example: It could be the design of an information system at a bank, or it could be an automation project on a production line at a manufacturing industry etc.)

Students are required to prepare a training report that includes the following features:

1. An introduction of the company, including the name of the company, the date of foundation, capital structure, core business, capacity, the number of employers and their qualifications, the sector of the company and the position the company holds in its sector ,etc.

2. The layout of the company's operations (plant / factories / warehouses etc.) needs to be explained with the help of a diagram. The layout should be discussed in terms of its proximity to raw materials and to the market, transportation resources, water, energy and labour supply, environmental concerns, pollution, legislation, climate, etc.
3. An outline of the company's organisational chart, followed by an assessment of the strengths and weaknesses.
4. As mentioned above, students are required to choose a problem area at their training company. They are then required to conduct a stage by stage analysis, and prepare a complete system design using an institutional information system which is taught in curriculum.

ENGINEERING FACULTY

Training Guide of the Department of Electronics and Communication Engineering

Students have to do the training for at least 60 working days in total in three stages.

The aims of training are:

- to become familiar with the working environment in the fields of electronics and the communications sector,
- to ease the transition to the work life after graduation, and
- to consolidate the information obtained during the period of study by putting it into practical use.

1st TRAINING STAGE (*Time period: 20 working days/4 weeks*)

This training is done in companies working in the fields of Electricity, Electronics and Electro mechanics, Communication, Control and Computer; in fields related to presentation, maintenance, repair, production, documentation, management and planning.

2st TRAINING STAGE (*Time period: 20 working days/4 weeks*)

This training is done in companies working in the fields of Electricity, Electronics, Medical Electronics, Communication, Control and Automation and in fields related to production, implementation, quality control and Project management.

The second and third trainings are to be in different fields.

3rd TRAINING STAGE (*Time period: 20 working days/4 weeks*)

This training is done in companies related to Electricity, Electronics, Medical Electronics, Communication, Control, Computer and Automation and in fields related to research and development, design, planning and project designing.

THE FACULTY OF ENGINEERING
TRAINING GUIDE OF THE DEPARTMENT OF MECHANICAL ENGINEERING

General Information

1. In order to get their Bachelor's Degree, the students of the mechanical engineering department should have training at industrial companies as it will contribute to their education of engineering for at least 60 working days.
2. At the end of training, the student's training evaluation form; training report and training book are delivered to the department's training official no later than the end of the 3rd week of the term that immediately follows training. Students who do not meet this deadline will not be considered to have finished their training.
3. A training day requires at least 8 hours of physical and mental work. A student can work 6 days as a maximum. In many companies, people work 5 days a week. If there is a document showing that Saturdays are working days then 6 days of training can be written on the report.
4. Students who are attending summer school cannot do training at the same time.
5. In order to have training, a student must have been enrolled as a student in the mechanical engineering department for at least two years.
6. The students, who have completed their course schedules successfully but have been unable to complete all their training requirements, cannot graduate.
7. The general rules of training are stated in Dogus University's Associate –Bachelor's Degree instructions guide.

II) The Choice of Working Place and Starting to Train

1. Students of the mechanical engineering department should conduct their training at an industrial company which is operating in a field relevant to mechanical engineering. The students can define their working places as they like or can apply to the working places as these are announced by the department, itself.
2. The working place chosen for training should have at least 20 staff, including at least one mechanical engineer, who is appointed as the company training manager in charge of the student during his/her training.
3. It is possible for students to select their own training work place. In order to do this, they must apply to the working place using an application form they can get from their mechanical engineering department.
4. The students can conduct their 1st and 2nd, or their 1st and 3rd training at the same company. However the student's 2nd and 3rd trainings must be conducted at different companies.

5. Training must be in fields that are related to mechanical engineering. Work in fields unrelated to mechanical engineering (eg: Sales, Investment Planning, Operation Planning, Project Planning, and Human Resources) are not accepted as contributing to the students training requirement.
6. Before the beginning of training, all the documents and insurance procedures that have been defined at Doğuş University's Associate –Bachelor's Degree instructions guide, should be completed.

1st TRAINING STAGE (*Time period: 20 working days at least / 4 weeks*)

This training study is done at the industrial companies' mechanical departments. The aims of training are for students to gain experience and understanding in regard to production processes and engineering fields such as:

- lathe,
- grading
- planer, etc
- machines,
- weld,
- calculation techniques and
- CNC stands that are supported by computers.

The student's working schedule should be arranged so as to commit at least 2 days for each of the above fields. The trainee is advised to gain direct hands-on experience by using the related machines and equipment where possible. In their Training book, the student is required to provide information in regard to machines and equipment, and the standard procedures involved with the processes they study summarizing the practical work on a daily basis. In addition, the student is required to produce two technical drawings (these must be the students own work) that are to be attached to the training book.

2nd TRAINING STAGE (*Time period: 20 working days at least / 4 weeks*)

In **manufacturing training**, students are expected to observe basic manufacturing techniques. For instance, training could be carried out in company departments such as:

- Foundry,
- Metal Forming,
- Plastic Injection,

- Extrusion,
- Production/Assembly Line.

In training book the subjects to be covered are as below:

1. The classification and explanation of the manufacturing techniques used in the companies. (Specifying which operations such as moulding, machining, press, welding, heat treatment, flattening, plastic injection, extrusion, etc. are present and for which operations they are used.)
2. Specifying the numbers, technical features of devices used in each production unit and defining their usage areas in the companies.
3. Analyzing the hardware and software of integrated computers used in manufacture.
4. Graphing the samples of each work done in the benches of the production units, explaining the production stages in detail by observing their production in each unit (should be done by the student himself if possible) and graphing the production on a flow chart. (at least 5 products or 5 different works/ processes for one product must be observed)
5. Cost accounting for at least two of the work samples.
6. Analyzing the factory waste in terms of pollution.
7. Analyzing the improvements expected to be done in the production line in the near future.

3rd TRAINING STAGE (*Time period 20 working days at least / 4 weeks*)

Research-Development and Management Training. This training could be carried out in these units of the company such as:

- Product Development/R&D,
- Quality Assurance,
- Structural Design and Analysis,
- Testing and Validation,
- Material and Process Development,
- Automation,
- Production Planning and Maintenance and Repair.

During the Research-Development and Management training, the subjects to be covered are as below:

1. The product design and development process.
2. Quality management in the company.
3. The maintenance and repair management.
4. The processes starting from the order to the end of the production and delivery.
5. New investments aimed at the capacity increase of the company.
6. After sales services.

ART AND DESIGN FACULTY
Training Guide of Graphic Design Department

The student has to undergo training of at least 40 working days over two stages.

Objective: During the 8 semesters of a 4 year period, in addition to acquiring theoretical knowledge, Graphic Design students, are required to gain hands-on experience that will enable them to follow cutting-edge technologies after graduation.

The purpose of training is:

- to enable students to become familiar with the work place environment, and
- to provide students with direct exposure to the different fields of design, in order to assist them in selecting the most appropriate graphic design area in the future.
- to consolidate the knowledge they have gained on course.

The student has to perform 40 working days training in total in the first and second stages.

1st TRAINING STAGE (*Time period: 15 working days at least /3 weeks*)

In this training period, the student will:

- learn about the various locations where a graphic designer can work, and the
- standard practices and procedures that are followed there
- become informed in regard to the application of emerging techniques in graphic design
- integrate his/her theoretical training into practical ability

The student is required to explain the Graphic Design processes they study as well as the standard procedures used to apply them, in their training book on a day by day basis.

Students are to gain practical experience in regard to the graphic programs they have studied on course, and to become familiar with the machinery and equipment used in the printing process and related areas, as well as gaining a knowledge of applications which improve the design practice.

2nd TRAINING STAGE (*Time period: 25 working days at least /5 weeks*)

This training period must be completed by working in the field of a graphic designer that is most appropriate for that student (for example: packaging, interactive multimedia, media and broadcasting areas). The student has to liaise with his advisor when arranging the above area, before the training period starts, and also submit his schedule to the relevant Department's Training Committee.

ART AND DESIGN FACULTY
Training Guide of Interior Design Department

The student has to do at least 60 working days training in total over two stages.

Objective: The aims of training are:

- to enable student to put the theoretical knowledge gained on course, into practice,
- to become familiar with working conditions in the sector appropriate to their course,
- to gain experience that will assist them to make a smooth transition period to working life after graduation, and,
- to consolidate the acquired information throughout their education by practice.

The student has to do 60 working days training in total in the first and second stages.

1st TRAINING STAGE (*Time period: 25 working days at least /5 weeks*)

This training will start in the summer holiday at the end of the fourth semester, and focus on gaining practice in regard to designing an environment, and organizing functions that maximise efficient human action within this environment. Students should combine the theoretical knowledge they have gained in the classroom, with their experience and observations from training while creating a visual perception of tools used indoor and outdoor and in peripheral areas.

The student is required to summarize the practical work done in their training book on a daily basis.

Training will include exhibition, sale, production, marketing, interior design, tool practice and fine structure practice. It includes furniture shop, fair stands, kitchen, bathroom, floor covering, etc. in the chosen sectors.

2nd TRAINING STAGE (*Time period: 35 working days at least /5 weeks*)

The student will perform training especially in metal chopping, plaster and painting, floor and wall covering workshops beginning with the production of furniture and woodenware. The student will present a plan for this programme to Training Committee of Department before starting the training.

THE FACULTY OF ART AND DESIGN
The Department of Industrial Design Training Guide

The student has to do his internship for at least 60 working days in total over two stages.

Aim: Over a period of 8 semesters Industrial Design students undergo a combination of theory based work in the classroom and undergraduate vocational training at workplaces which enables them to enter the work force, after graduating, fully trained in theory, but also having an up to date appreciation of the technology that is currently used in their field. The aims of the undergraduate vocational training are to make students familiar with the working environment in the sector, to assist them in choosing the most appropriate Industrial Design specialty, and to gain information that will enable their fields of interest to develop during their period of study. The student is supposed to do his internship for 60 days in total in two stages.

1st TRAINING STAGE (*Time period: 30 working days/6 weeks*) (R&D)

The student is required to analyse the work stream according to the characteristics of the sector, in an office or factory where an Industrial Designer works. S/he gathers information about the implementation techniques and the materials used. S/he makes observations about the process of production. S/he uses this information to produce a work, supported with graphs, photographs and explanations (to be validated by the technical administrator) relevant to the students program, in his/her training book.

2nd TRAINING STAGE (*Time period: 30 working days/6 weeks*) (R&D of the sector which is desired to be mastered in + Project Designing Department)

The student chooses the sector in which he aspires to specialize (appliance, furniture, automotive, glass, packaging, shoe, jewellery, etc.) in liaison with his department supervisor. S/he works in the R&D or Project Designing Department of a company that operates in the chosen sector. The student is required to produce a work of research, development and implementation. The student should conduct research on subjects that will form a basis for his dissertation. S/he is required to produce a work that includes graphs, photographs and explanation of the design processes done (should be validated by the design administrator of the company) during the training.

THE FACULTY OF ART AND DESIGN
Design of Visual Communication Department Training Guide

The student has to do his internship for at least 60 working days in total in two stages.

Aim: In our era, where technology dominates all areas of our lives, the aim of training is to:

- enable the Department of Design of Visual Communication to gain advance
- enable the student to make a smooth transition to working life
- consolidate the theoretical knowledge they gained on course by practical application, and,
- gain further knowledge to facilitate their advance in the fields they are interested in.

1st TRAINING STAGE (*Time period: 25 working days at least/5 weeks*)

This internship will be done at the end of the fourth semester in the summer holiday. During this internship period the student works in selected field, such as, multimedia, advertising, press, cinema and TV. The student will gain information and experience about technical subjects in these fields. The student is required to compare their observations and experience in training to the theoretical knowledge they gained in the classroom. The student is required to record what he/she learns, in the training book on a daily basis.

2nd TRAINING STAGE (*Time period: 35 working days at least/7 weeks*)

This training will be done at the end of the sixth semester in the summer holiday. For this training period the student can choose either to train in the same field as the previous training stage, or select a new field. This selection must be made in liaison with his department supervisor and then submitted to the Training Committee. The student attends the workshops performed in a field, such as, multimedia, advertising, press, cinema and TV over a period beginning from design phases to broadcast and implementation stages.

**ART AND DESIGN FACULTY
ARCHITECTURE DEPARTMENT TRAINING GUIDE**

Student has to do training at least 60 workdays in two phases.

Aim: The aims of training are:

- to enable the students to put their theoretical knowledge into practice.
- to become familiar with the working environment in their field,
- to gain an awareness of relationship of their field with the other fields,
- to gain an understanding of the legal and administrative facets of field,
- to gain experience in the field they wish to specialize, and,
- to gain experience and understanding of design and implementation.

Student has to do training 60 workdays in the 1st and 2nd phases.

1st TRAINING STAGE (*Time period: 30 workdays/ 6 weeks*)

In this stage of training (Office Training) students are expected to gain experience in:

- architecture and urban design projects
- drawings of design,
- avant project,
- preparation of relief-restoration projects,
- production of models and preparations and works for presentation.

Office training can be done in any architecture, civil engineering, urban design, urban and regional planning, and relief-restoration offices and construction offices which are approved by the training committee, in either the civil or private sector.

2nd TRAINING STAGE (*Time period: 30 workdays/ 6 weeks*)

In the construction training, students are expected to gain experience in producing details for the rough and fine construction in buildings, and various steps of construction training like financial analysis and valuation. Construction training can be done in the architecture, civil engineering, urban design, urban and regional planning, and executive relief-restoration offices and construction offices, which are approved by the training committee, operating in either the civil or private sector.

VOCATIONAL SCHOOL

Training Guide

Banking and Insurance

At the end of the 1st year 6 weeks, at the end of the 2nd year 6 weeks, total 12 weeks.

Computer Technology and Programming (Turkish)

At the end of the 1st year 6 weeks, at the end of the 2nd year 6 weeks, total 12 weeks.

Foreign Trade and European Union

At the end of the 1st year 6 weeks, at the end of the 2nd year 6 weeks, total 12 weeks.

Property and Property Management

At the end of the 1st year 6 weeks, at the end of the 2nd year 6 weeks, total 12 weeks.

Graphic Design

At the end of the 1st year 6 weeks, at the end of the 2nd year 6 weeks, total 12 weeks.

Public Relations and Advertising

At the end of the 1st year 6 weeks, at the end of the 2nd year 6 weeks, total 12 weeks.

Human Resources

At the end of the 1st year 6 weeks, at the end of the 2nd year 6 weeks, total 12 weeks.

Securities and Capital Market

At the end of the 1st year 6 weeks, at the end of the 2nd year 6 weeks, total 12 weeks.

Accounting

At the end of the 1st year 6 weeks, at the end of the 2nd year 6 weeks, total 12 weeks.

Tourism and Hotel Management (Turkish)

At the end of the 1st year 6 weeks, at the end of the 2nd year 6 weeks, total 12 weeks.

Applied English-Turkish Translation

At the end of the 1st year 6 weeks, at the end of the 2nd year 6 weeks, total 12 weeks.