

METU

Department of Mechanical Engineering

ME 400

Summer Practice Report

 by

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(End of the 5th week of the Fall semester)

**Please don’t submit a printed copy.**

**I hereby declare that all information in this document has been obtained and presented in accordance with academic rules and ethical conduct. I also declare that, as require by these rules and conduct, I have fully cited and referenced all material and results that are not original to this work.**

Name, Last Name :

Signature :

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# Introduction

The aim and the scope of the summer practice should be presented briefly in this chapter. This chapter shouldn’t be longer than 1 page.

# Description of the company

In this chapter of the summer practice report, the company is introduced. This chapter shouldn’t be more than 3 pages.

## Company Name and Location

The name of the company and its address should be provided.

## Organizational Structure of the Company

The organizational structure of the company should be explained here, and its schematic should be provided in the Appendix. After a brief introduction, please discuss all the departments in the factory and their functions.

### Department of Trivela

………

### Department of Rabona

……….

## Administrative and Organizational Departments

………. (brief description of each department and its function, administrative relationship between departments)

## Engineers and Their Duties

Number of engineers (mechanical, chemical, civil, electrical, electronics, computer, etc.) and their duties should be explained in detail. You may use Table 1. You should focus more on the tasks of mechanical engineers and don’t forget to mention about the departments mechanical engineers are working.

**Table 1 Number of Engineers**

| **Engineer** | **Number** |
| --- | --- |
| Mechanical |  |
| Chemical |  |
| Computer |  |
| … |  |

## Standard Office Practices

Database, data processing practices and/or filing systems, correspondence systems, forms used, etc.

## Assessment of Site Plan

…..

## Main Area of Business

In this subsection, briefly discuss the areas that the company is interested in. Please don’t copy from the company’s website, just discuss briefly with your own words.

## History of the Company

A brief history of the company should be given. Please don’t copy from the company’s website, just explain briefly with your own words.

# Quality Assurance

Assessment of quality assurance and control systems used for raw materials and products.

# Software and Hardware

Usage of software in management and technical aspects of the projects

# Typical Projects of the Company

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

# Detailed Analysis of a Project Completed by the Firm

Description and an analysis of one of the typical projects completed by the firm. (Scope, requirements, explanation of the tasks, Gantt chart, technical analysis performed, standards followed, software utilized, verification/validation tests performed, detailed cost analysis of the project)

# Explanation of Your Contribution to one of the Projects

A detailed explanation of the contribution of the student to one of the projects during the summer practice (Scope and description of your assigned task, literature survey, detailed calculations and technical drawings)

# Future Plans

An assessment of the future development plans of the factory.

# Conclusion

In this chapter, the data obtained, and the experience gained during the summer practice should be assessed, recommendations should be made. This last chapter shouldn’t be longer than 1 page.

Appendices

All related data, tables and drawings should be given in this section.

##### Organizational Structure of the Company

##### ………