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| **ÇANKAYA UNIVERSITY**  **Faculty of Engineering**  **Department of Mechanical Engineering**  **SUMMER PRACTICE I (ME 200) GRADING FORM** | | | | | | | | | | | |
| Student Name | | |  | | Student ID | |  | | | | |
| Company Name and Department | | |  | | | | | | | | |
| Evaluator | | |  | Signature: | |  | | | | Date: |  |
| **PART A: EVALUATION OF THE PRACTICE** | | | | | | | | | | | |
| (1 for "Yes", 0 for "No") | | | | | | | | | | | |
| Category | | | | | | | | GRADES | | | Min.Grades Required |
| Duration sufficient? | | | | | | | |  | / 1 | | 1 |
| Log book filled and received? (for ME 200 and ME 300) | | | | | | | |  | / 1 | | 1 |
| Report submitted? | | | | | | | |  | / 1 | | 1 |
| Statement of Plagiarism Submitted? | | | | | | | |  | / 1 | | 1 |
| Supervisor’s Evaluation Satisfactory? | | | | | | | |  | / 1 | | 1 |
| Total | | | | | | | |  | / 5 | | 5 |
| **PART B: EVALUATION OF THE REPORT** | | | | | | | | | | | |
| Category | | | | | | | | GRADES | | | Min.Grades Required |
| Style, format and organization of the report | | | | | | | |  | | / 20 | 8 |
| Command of English | | | | | | | |  | | / 10 | 4 |
| General Content | | | | | | | |  | | / 40 | 16 |
| Detailed Engineering Analysis | | | | | | | |  | | / 30 | 15 |
| Total | | | | | | | |  | | / 100 | 50 |
| **Result:** | | Satisfactory □ Unsatisfactory □ Probation□ | | | | | | | | | |
| **Requirements for being assessed as "Satisfactory":** | | | | | | | | | | | |
| (1) | Total grade from Part A = 5, and | | | | | | | | | | |
| (2) | The report must collect at least 40 % of the points allocated to each category in Part B, and | | | | | | | | | | |
| (3) | Total grade from Part B ≥ 50. | | | | | | | | | | |
| If any report does not satisfy the requirements stated above, and if the evaluator thinks that the report may be successful after minor revisions, the report may be returned to the student for revisions. In this case “probation” will be ticked. After revisions a new assessment form should be filled  Otherwise, any violation of the conditions stated above will lead to **"Unsatisfactory"**.  An already returned report will not be returned once more after second evaluation. | | | | | | | | | | | |

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| **DETAILED EVALUATION OF THE REPORT (ME 200)** | | | | | | | | |
| Student Name |  | | Student ID |  | | | | |
|  | **Category** | | | | **Grades** | | **Total Grade** | |
| **Style, Format and Organization of the Report** | Title Page | | | |  | /2 |  | /20 |
| Table of Contents | | | |  | /2 |
| References | | | |  | /4 |
| Appendices | | | |  | /2 |
| Page Format (layout, margins, fonts, paragraph style, heading, numbering, figures, tables etc.) | | | |  | /10 |
| **Command of English** | Grammar (passive voice should be used), technical wording, spelling. | | | |  | /10 |  | /10 |
| **General Content** | 1 | Information about the company (Full name and address of the company, history, main activities, main products, organizational structure and duties of each section/department, duties of the mechanical engineers, employment data including number of white- and blue-collar personnel) | | |  | /4 |  | /40 |
| 2 | Description of the products | | |  | /3 |
| 3 | Machine and machine tools used in manufacturing (number and technical properties) | | |  | /3 |
| 4 | Production type (job shop, flow line, cellular etc.) and production quantity | | |  | /2 |
| 5 | 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). | | |  | /4 |
| 6 | Automation in the company (if not existing, possible ways of automation should be discussed) | | |  | /4 |
| 7 | Supporting facilities in the company (air conditioning, waste treatment etc.) | | |  | /3 |
| 8 | Material handling and storage (material handling devices such as forklifts, cranes, conveyors, shelves, racks, automated vehicles etc.) in the company. Objectives and operational principles of the handling devices and their contributions in the facility. | | |  | /4 |
| 9 | 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. | | |  | /4 |
| 10 | 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). | | |  | /3 |
| 11 | Occupational health and safety practices in the company | | |  | /2 |
| 12 | General assessment of the summer training, benefits, special situations, observed problems, identified and proposed solutions, and recommendations for the future, the major occupational benefits obtained | | |  | /4 |
| **Detailed Engineering Analysis** | 13 | Engineering drawings of two selected major parts/products manufactured in the company. All the technical drawings (detailed/working) will be drawn in 3D and 2D by the student using Autocad. The drawing printout must be given in appendix and also the source file (.dwg) shall be given with the CD. | | |  | /15 |  | /30 |
| 14 | Detailed description of the manufacturing processes involved in manufacturing of these selected parts. Draw manufacturing flow chart for both parts. | | |  | /15 |