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| **ÇANKAYA UNIVERSITY**  **Faculty of Engineering**  **Department of Mechanical Engineering**  **SUMMER PRACTICE II (ME 300) 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 | | | | | | | |  | | / 30 | 12 |
| Detailed Engineering Analysis - Mechanical Engineering Problem Solving | | | | | | | |  | | / 40 | 20 |
| 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 300 FACTORY)** | | | | | | | | | | |
| 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 |  | /30 |
| 2 | Description of the products. | | | | |  | /2 |
| 3 | Production type (job shop, flow line, cellular etc.) and production quantity. | | | | |  | /2 |
| 4 | Machine and machine tools used in manufacturing (number and technical properties). | | | | |  | /2 |
| 5 | Product design/development, process planning, research and development (R&D) activities in the company (if not applicable, discuss the reasons and effects). | | | | |  | /3 |
| 6 | Computer usage in manufacturing and manufacturing support systems (software and hardware). | | | | |  | /2 |
| 7 | Automation in the company (if not existing, possible ways of automation should be discussed). | | | | |  | /3 |
| 8 | Supporting facilities in the company (air conditioning, waste treatment etc.). | | | | |  | /2 |
| 9 | 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 layout). | | | | |  | /3 |
| 10 | Quality assurance and control systems in the company. | | | | |  | /3 |
| 11 | Maintenance of the machines/systems in the company (calibration tools, maintenance periods, policies in maintenance should be discussed in detail). | | | | |  | /2 |
| 12 | Occupational health and safety practices in the company. | | | | |  | /2 |
| **Detailed Engineering Analysis** | 13 | Detailed engineering analyses of two products (assemblies or subassemblies) manufactured in the company. | a | Engineering drawings of the two products (All the technical drawings will be drawn in 3D and 2D by the student using Autocad. The drawing printouts must be given in appendix and also the source file (.dwg) shall be given with the CD). | | |  | /10 |  | /40 |
| b | 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. | | |  | /10 |
| c | Cost analysis of the two products. | | |  | /10 |
| **Mechanical Engineering Problem Solving** | 14 | 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. | | | | |  | /10 |