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| **ÇANKAYA UNIVERSITY**  **Faculty of Engineering**  **Department of Mechanical Engineering**  **SUMMER PRACTICE II (ME 300 R&D) 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 | | | | | | | |  | | / 15 | 12 |
| Mechanical Engineering Problem Solving | | | | | | | |  | | / 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 300 R&D)** | | | | | | | | | | |
| 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). | | | | |  | /3 |  | /40 |
| 2 | 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. | | | | |  | /4 |
| 3 | Machine and machine tools used in prototyping (number and technical properties). Structure, layout, working principles, and technical specifications should be explained. Copy of the information from the website is not acceptable. | | | | |  | /3 |
| 4 | Product design/development, process planning, research and development (R&D) activities in the company. | | | | |  | /3 |
| 5 | Usage of software by the company. Explain each software about where and for what purpose it is used. Usage of computer hardware by the company. | | | | |  | /3 |
| 6 | Level of automation in the firm should be described. | | | | |  | /3 |
| 7 | Quality assurance and control systems in the company. Explain quality management system and the quality certificates of the company. | | | | |  | /3 |
| 8 | Maintenance of the machines/systems in the company (calibration tools, maintenance periods, policies in maintenance should be discussed in detail). | | | | |  | /3 |
| 9 | Occupational health and safety practices in the company. | | | | |  | /3 |
| 10 | Process flow of the projects, from customer requirements, through all design steps (literature survey, conceptual design, embodiment design, detailed design), till end of design verification through testing of prototype systems. | | | | |  | /10 |
| **Detailed Engineering Analysis** | 11 | Detailed engineering analyses of two projects | a | Description and analysis of two research, development or technology projects completed by the firm. | | |  | /10 |  | /30 |
| b | Cost analysis of the two projects. | | |  | /5 |
| **Mechanical Engineering Problem Solving** | 12 | A detailed explanation of the contribution of the student to one of the projects during the summer practice \* | | | | |  | /15 |

\* If there was no drawing in step 12 create 3D engineering drawings of two subassemblies from the two projects described in step 11.