



**ÇANKAYA UNIVERSITY**  
**Faculty of Engineering**  
**Department of Materials Science and Engineering**  
**Summer Practice Grade Form**



<b>Student Name and Surname</b>		<b>Student Number</b>	
<b>Type of Summer Training</b>	<input type="checkbox"/> MSE 200	<input type="checkbox"/> MSE 300	
<b>Evaluator</b>		<b>Signature</b>	<b>Date</b>
<b>Part A. Evaluation of the Practice</b>			
<i>Answer the following questions (1 for "Yes" and 0 for "No" (except question 3))</i>			
		<b>Grades</b>	<i>Min. Grades Required</i>
<b>1. Is the work done related to MSE? (Y/N)</b>		/1	<b>1</b>
<b>2. Is the log book filled and received? (Y/N)</b>		/1	<b>1</b>
<b>3. Is plagiarism observed? (Y/N) (0 for "Yes" and 1 for "No")</b>		/1	<b>1</b>
<b>4. Is the report submitted to Summer Practice Coordinator? (Y/N)</b>		/1	<b>1</b>
<b>Total</b>		/4	<b>4</b>
<b>Part B. Evaluation of the Report</b>			
		<b>Grades</b>	<i>Min. Grades Required</i>
		After revision (if revision required)	
<b>1. Style, format and organization of the report</b>		/15	<b>7</b>
<b>2. Command of English</b>		/10	<b>5</b>
<b>3. Content of the Report</b>		/75	<b>48</b>
<b>Total</b>		/100	<b>60</b>
<b>Part C. Conditions for Satisfactory</b>			
<b>Total Grade from Part A</b>	<b>4</b>		
<b>Minimum Total Grade from Part B</b>	<b>60</b>		
<b>Revision</b>	If minor revision is required, the student must state the changes needed on the report and submit the report back for second evaluation. After revisions, a new grade form should be filled. An already returned report will not be returned once more after second evaluation.		
<b>PART D. Overall Evaluation</b>			
<b>Satisfactory</b> <input type="checkbox"/>	<b>Unsatisfactory</b> <input type="checkbox"/>	<b>Revision required</b> <input type="checkbox"/>	
<b>PART E. If revision required, Second Overall Evaluation after revision</b>			
<b>Satisfactory</b> <input type="checkbox"/>	<b>Unsatisfactory</b> <input type="checkbox"/>		

Detailed Evaluation of the Report (Part B)					
Student Name and Surname				Student Number	
<b>1. Style, format and organization of the report</b>					
		<b>Grades</b>			
			After revision (if revision required)		
a. Cover Page				/2	
b. Table of Contents				/2	
c. References				/3	
d. Page Format (fonts, heading, numbering, figures, tables, etc)				/8	
<b>Total</b>				<b>/15</b>	
<b>2. Command of English</b>					
		<b>Grades</b>			
			After revision (if revision required)		
Grammar, proper use of technical terms				/10	
<b>Total</b>				<b>/10</b>	
<b>3. Content of the Report</b>					
Parts in the Report		<b>Grades</b>			
			After revision (if revision required)		
<b>Part E. INTRODUCTION</b>	a. Information about the company (Full name and address of the company, summary of the history of the company, main activities and main products of the company, organization chart and duties of each department, employment data (number of materials scientists and engineers, total number of engineers), duties of materials scientists and engineers, description)			/4	
	b. Brief description of the products			/3	
	c. Brief description of the production techniques, description of the materials processing			/3	
	d. Duties of the laboratories present in the company, description of the materials characterization tests performed in the company / or NA*			/3	
	e. Quality management plan/quality assurance/quality control system and standards and certificates of the company.			/3	
	f. Maintenance and the calibration procedure of the machines/systems in the company.			/3	
	g. Occupational health and safety practices in the company			/2	
<b>Part F. ANALYSIS**</b>	h. Observations: Observations on the production techniques. Observations on the processing techniques of materials, problems and proposed solutions			/15	
	i. Work done: Duties and tasks performed as an internee in details.			/15	
	j. Lessons learned: Experiences gained and the benefits obtained during summer training.			/10	
<b>Part G.** CONCLUSIONS</b>	k. General evaluation of the summer training, experiences and benefits of the internee and company from summer training, recommendations for the future.			/10	
	l. Evaluation of Summer Training Supervisor			/4	
<b>Total</b>				<b>/75</b>	

\*NA stands for not available

\*\* Minimum Grade Requirement for Part F. Analysis and Part G. Conclusions is 30 points (30/50)

**Additional comments of evaluator (if any):**