TED University
Department of Electrical and Electronics Engineering
EE 399 / EE 499 – Summer Practice
Assessment Guidelines

ASSESSMENT:

The assessment is based on the following criteria:

1) Trainee Evaluation Form (TEF) [TR] [ENG]
2) Summer Practice Report (SPR)
3) Format and Style of the Report (FSR)
4) Online Oral Presentation (OOP)

All students need to submit their TEF <u>in a sealed envelope to the instructor of the course enrolled</u>. Furthermore, all students need to upload the SPR to the relevant Moodle course page.

GRADING:

(1) Trainee Evaluation Form (TEF) Criterion:

- Students who receive <u>at least a score of 3 points from each of the first three items of Section-I in TEF</u> (given below) complete their summer practice *successfully*.
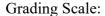
SECTION 1- EVALUATION OF THE TRAINEE	1	2	3	4	5
Success in accomplishing professional tasks assigned to the trainee					
Success in assuming professional and ethical responsibility					
Adaptation to work					
Aptitude for teamwork					
General success during internship					
(IF ANY) Additional Comments About Trainee:					

- Students who fail to do so are considered as "*Unsuccessful*" and receive an "F" letter grade at the end of the semester. Such students are not required to submit a report or make an online oral presentation.
- Students who are "*Successful*" (who receive <u>at least 3 points from each of the the first three items of Section-I in TEF</u>) are eligible to submit their summer practice report (SPR) and make an online oral presentation (OOP) of their summer practice experience.

- The SPR of each student will be evaluated based on its format and style, where the rubric for the format and style of the report (FSR) is provided here.
- The guidelines for writing the SPR are provided here.
- OOP will be evaluated based on its organization, content, and presentation, where the rubric for the OOP is provided here.
- TEF, FSR, and OOP are marked out of 100 points.
- **50% of the SPR-FSR grade, 25% of the TEF, and 25% of the OOP grade constitute the overall end-of-semester grade.**

TEF Rubric:

Category	Scoring Criteria	Score (out of 5)
Section 1 - Evaluation of the Trainee	Success in accomplishing professional tasks assigned to the trainee.	
	Success in assuming professional and ethical responsibility.	
	Adaptation to work.	
	Aptitude for teamwork.	
	General success during internship.	
Section 2 - Evaluation of Trainee's Personal Abilities	Comprehend concepts of mathematics and basic sciences.	
	Ability to apply concepts of engineering.	
	Ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.	
	Ability in technical (welding, measurement, data acquisition, instrument operation and so on.) Works.	
	Ability to Design, fabrication and testing (hardware and electronic card design, we produce line works, calibration, testing, *etc*.)	
	Ability to design and conduct experiments.	
	Ability to demonstrate effective written and oral communication skills.	
	Ability to work in cooperative form within a group.	
	Ability to function in interdisciplinary teams through good working habits, time management, and self-regulation.	
	Ability to express a creative thought on and critical assessment of events and ideas to shape their professional practice in a global/societal context..	
	Ability to recognize the need for, and have an ability to engage in life-long learning	
	TOTAL[1]	

Grading Scale:

1: Very Poor   2: Poor   3: Adequate   4: Good   5: Excellent

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[1] The total grade taken from this part will be normalized to a grade on a 100-point scale.

<u>**(2) Summer Practice Report (SPR):**</u>

Every report should contain the following sections:

A. **CONTENTS:** Topics and their page numbers should be listed. Headings and subheadings should be numbered (1., 2., 3., …, 1.1, 1.2, 1.3,..., *etc.*).

B. **COMPANY INFORMATION:** The following information should be covered:

- Company name, location.
- Focus area, mission, and a brief history of the company.
- Production systems.
- Products offered by the company.
- Production tools and processes:
  - Design,
  - Development,
  - Manufacturing,
  - Testing.
- Company organization chart and the place of the interned group in this organization.
- The number and the duties of electrical and electronics engineers in the organization, especially in the interned project group.
- The name, address, telephone number, email address, and information about the mentoring engineer of the student (including the name of the university and department from which s/he graduated, and the year of graduation), as well as the list of names of the team members in an interned project group, their backgrounds and duties.

C. **INTRODUCTION:** The scope and goals of the summer practice should be summarized in this section. A summary of the work done, the motivation behind it, and the significance of the work done in the overall project should be included in this section.

D. **WORK DONE:** This is the most important part of the report. The number of sub-sections in this part, their titles, and their contents depend on the work done and the information to be given. The content of the online notebook is also evaluated in this part.

- All observations and activities performed in the company should be explained with attention to engineering detail, keeping in mind the expectations outlined in the General Guidelines document. The completed workshop/design tasks and other technical contributions should be described in chronological order, using a flowchart of the weekly work program.
- Charts, tables, and figures should be appended and explained, when applicable. Tables, figures, and pictures should be inserted on the relevant pages in the report. Pictures and other material taken from other sources should be properly referenced ([1], [2], [3], ...)
- Theoretical textbook information should not be simply rewritten in the report. However, it is highly encouraged to briefly relate theory to the contributed engineering activities for clarification, in the context of the internship experience.

- All technical resources used should be referenced (keeping in mind Wikipedia is not a valid technical reference).

E. **CONCLUSION:** Data and skills obtained during the summer practice should be summarized and analyzed. The company should be assessed in terms of technical work, and appropriate recommendations should be provided. In addition, the following sections should be included in the Conclusion part:

- A section in which you explain in detail what knowledge and skills learned in school you were able to apply to real-world problems during your summer practice, and specifically where and how the knowledge or skills were useful.
- A section in which you explain in detail which professional issues and work-related ethical issues you saw or became aware of during your summer practice, and how the issue was handled or managed at your company.
- A section in which you explain specifically what you learned or understood about the economic, environmental, societal, and global impact of the engineering solutions in the projects developed at your company. You should also write in general about the contemporary issues that are related to electrical and electronics engineering, as you understand them from, and related to, your summer practice.
- A section in which you explain the self-learning that you did during your summer practice. You should mention any sources that you located and how you found them (this would include websites, books, journals, experts, *etc.*), and what part of your summer practice task you needed them for. Also, mention any that you made regular use of, and any that you are continuing to use.
- A section in which you explain in detail any new tools or technologies that you encountered and used during your summer practice, how you learned to use them, and what level of proficiency you came to by the end of your summer practice.

F. **REFERENCES:** Sources of information used during the preparation of the report should be listed in numbered order ([1], [2], [3],...).

G. **APPENDIX (optional):** Other supportive data, pictures, and tables can be attached to this section with proper reference and explanation in the body of the report. If something is not related to the submitted report content or the personal experience of the intern, it should not be included.

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(3) Format and Style of the Report (FSR) Rubric:

SPR of each student will be evaluated based on its format and style, where the rubric for the FSR is provided in the table given below:

Category	Scoring Criteria	Score (out of 5)
Format and Organization	The report format is consistent throughout including, heading styles, fonts, margins, white space, *etc.*	
	Pages are numbered.	
	Sections are divided, and headings are marked.	
	The writing flows smoothly from one idea to another. Sequencing of ideas within paragraphs and transitions between paragraphs make the reading easy to follow.	
	All figures, tables, charts, equations are effectively interpreted and discussed in the report. Captions effectively communicate content.	
	References are cited and listed as prescribed by the template.	
	Appendices (if any) are numbered and are attached to the end.	
Language	There are no grammar, spelling, and punctuation errors.	
	Proper technical terminology is used.	
	The report is written in a formal language.	
	English is fluent.	
	TOTAL[2]	

Grading Scale:

1: Very Poor   2: Poor   3: Adequate   4: Good   5: Excellent

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(4) Online Oral Presentation (OOP) Rubric:

Each student is required to present his/her report as a 15-minute online oral presentation.

Category	Scoring Criteria	Score (out of 5)
Organization	The type of presentation is appropriate for the topic and audience.	
	Information is presented in a logical sequence.	
	Presentation appropriately cites the requisite number of references.	
Content	The introduction is attention-getting, lays out the problem well, and establishes a framework for the rest of the presentation.	
	Technical terms are well-defined in language appropriate for the target audience.	
	The presentation contains accurate information.	
	Material included is relevant to the overall message/purpose.	
	An appropriate amount of material is prepared, and points made reflect well their relative importance.	
	There is an obvious conclusion summarizing the presentation.	

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[2] The total grade taken from this part will be normalized to a grade on a 100-point scale.

Presentation	Speaker maintains good eye contact with the audience/camera and is appropriately animated.	
	Speaker uses a clear, audible voice.	
	Delivery is poised, controlled, and smooth.	
	Good language skills and pronunciation are used.	
	Visual aids are well prepared, informative, effective, and not distracting.	
	The length of the presentation is within the assigned time limits.	
	Information was well communicated.	
	TOTAL[3]	

Grading Scale:

1: Very Poor   2: Poor   3: Adequate   4: Good   5: Excellent

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Letter Grades:

The following rubric applies to all students:

Overall End-of-Semester Grade	Letter Grade
TEF failure[4]	F
0–59	F
60–64	DD
65–69	DC
70–74	CC
75–79	CB
80–84	BB
85–90	BA
90–100	AA

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[3] The total grade taken from this part will be normalized to a grade on a 100-point scale.
[4] Students who are "Unsuccessful" by TEF receive an "F" letter grade.