

TED University
Department of Electrical and Electronics Engineering

EE 399/499 – Summer Practice

Assessment Guidelines

The assessment is based on the following criteria:

Trainee Evaluation Form (TEF)	50%
Summer Practice Report (SPR)	25%
Oral Presentation (OP)	25%

General Rules:

- After the add-drop week, a supervisor will be assigned to each student. Detailed information on this assignment will be announced by the department.
- Students must submit their TEF in a sealed envelope to their assigned supervisor by the end of the 5th week of the semester.
- Students should upload their internship report to Moodle by the end of the 14th week of the semester.
- Students should present their internship experience to their assigned supervisor by the end of the 14th week of the semester. The way the OP is made is at the discretion of the supervisor to the student. The organization of the OP will be arranged by your assigned supervisor.

Grading:

1) Trainee Evaluation Form (TEF):

- Students who receive at least a score of 3 points from each of the first three items of Section-I in TEF (given below) complete their summer practice successfully.

SECTION I- 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					
<i>(IF ANY) Additional Comments About Trainee:</i>					

- Students who fail to do so are considered “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 at least 3 points from each of the first three items of Section-I in TEF) are eligible to submit their summer practice report (SPR) and make an oral presentation (OP) of their summer practice experience.
- The TEF is graded according to the rubric given below. The total grade taken from this part will be normalized to a grade on a 100-point scale.

Table 1 – TEF Scoring Criteria

Category	Scoring Criteria (5pts each)
Section 1 - Evaluation of the Trainee [25pts]	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 the internship.
Section 2 - Evaluation of Trainee's Personal Abilities [55pts]	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, fabricate, and test (hardware and electronic card design, we produce line works, calibration, testing, <i>etc.</i>)
	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 lifelong learning.	

2) Summer Practice Report (SPR):

The template of the SPR is provided on both the website <https://ee.tedu.edu.tr/en/summer-internship> and the Moodle course page. The SPR should contain the following sections:

- A. CONTENTS [5 pts]:** 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 [10 pts]:** 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 [10 pts]:** 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 [50 pts]:** 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 [20 pts]:** 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 [5 pts]: 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.

SPR will be submitted to Moodle, where Moodle will check the originality of the SPR via Turnitin. The level of the English language used in the SPR must be adequate/understandable to the evaluator. Otherwise, the report will be directly returned to the student and will not be evaluated. Reports must be written using formal language. Proper technical terminology should be used throughout the report. Grammar, spelling, and punctuation errors must be minimized. Failure to adequately provide these requirements will result in obtaining an unsatisfactory overall grade.

3) **Oral Presentation:**

Each student is required to present his/her summer internship experience as a 15-minute OP to the assigned supervisor. The way the OP is made is at the discretion of the supervisor to the student. The organization of the OP will be arranged by your assigned supervisor. The OP is graded according to the rubric presented in Table 2.

Table 2 – Oral Presentation Scoring Criteria

Category	Scoring Criteria
Organization [20pts]	The type of presentation is appropriate for the topic and audience.
	Information is presented in a logical sequence.
	The presentation appropriately cites the requisite number of references.
Content [40pts]	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.
	The material included is relevant to the overall message/purpose.
	An appropriate amount of material is prepared, and points made reflect well their relative importance.
Presentation [40pts]	There is an obvious conclusion summarizing the 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.	

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