



**ASSESSMENT:**

Assessment is based on the following criteria:

1. Trainee Evaluation of the Company Supervisor (TE)
2. Summer Practice Report (SPR)
3. Format and Style of the Report (FSR)
4. Oral Presentation (OP)

**GRADING:**

TE criterion: Students, who receive at least 3 points from each of Questions 1.a, 1.b, and 1.c of TE, will be deemed to complete their summer practice successfully. 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 oral presentations. Students who are “Successful” (i.e., who receive at least 3 points from each of Questions 1.a, 1.b, and 1.c of TE) are eligible to submit their summer practice report.

If TE criterion is successful, SPR, FSR and OP are marked out of 100 points according to the pre-defined rubrics given below.

60% of the SPR grade, 20% of the FSR grade and 20% of the OP grade constitute the overall end-of-semester grade for the CE399 and CE499 courses.

**LETTER GRADES:**

The following rubric applies to all students:

| <b>Overall<br/>End-of-Semester Grade</b>                | <b>Letter<br/>Received</b> |
|---|----------------------------|
| TE failure <sup>(1)</sup><br>SPR failure <sup>(2)</sup> | F                          |
| 0 – 49  | F                          |
| 50 – 59   | DD                         |
| 60 – 69   | DC                         |
| 70 – 74   | CC                         |
| 75 – 79   | CB                         |
| 80 - 84   | BB                         |
| 85 – 89   | BA                         |
| 90 – 100  | AA                         |

<sup>(1)</sup>Students who are “Unsuccessful” by TE receive an F letter grade.

<sup>(2)</sup>Students who submit reports written with a poor language and/or fail to submit a Turnitin report of their final summer practice reports proving originality of their work will receive an F letter grade directly and will not take part in the oral presentation phase of CE399/CE499 courses.



## SUMMER PRACTICE REPORT (SPR) FORMAT AND GRADING RUBRIC

Every report should contain the following sections:

**(1) COVER PAGE (2.5 pts):** Name of the university, university logo, name of the department, the code and full title of the course under which the summer practice report was prepared, name of student, ID number of student, name of company at which summer practice was completed, submission date of the report should all appear on the cover page.

**(2) CONTENTS (2.5 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.).

**(3) COMPANY INFORMATION (10 pts):** The following information should be provided:

- Company name, location and spread
- Focus area, mission and brief history of the company
- Administrative structure of the company
- Divisions of the company (if applicable)
- Intern's division/group (if applicable)
- Number of employees, engineers, technicians, administrators in the company
- Customer profile of the company
- Significant projects completed by the company

**(3) INTRODUCTION (10 pts):** The scope and goals of the summer practice should be summarized in this section. Provide reasons for choosing the company and/or location for your summer practice. Brief summary of the work conducted, motivation behind it, and the significance of the work done in the overall project should be discussed under this section.

**(4) 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 specifics of work completed and the information to be given. The content of the online journal is also evaluated under this part.

- All observations and activities performed during summer practice should be explained with attention to technical details, keeping in mind the main expectations outlined in the [CE Summer Practice General Guidelines.pdf](#) document. It is very important that majority of what the student writes should be based on the work completed by the student and self observations in the sense that it cannot be obtained from textbooks, datasheets, online resources etc.
- Charts, tables, pictures and figures should be appended and explained whenever applicable. Tables, figures, and pictures should be inserted on the relevant pages of the report. Pictures and other material taken from other sources should be properly referenced.



- If the work you carried out during your summer practice is based on some theoretical concept which you did not know before, then it is appropriate to learn it. But it is not right to write the very detail of what you learned from the book in the report. Especially DO NOT DIRECTLY COPY from any book or from the online resources. Whatever book or document you learned the concept from, please refer to that document, put the source in the list of references and rephrase the part you would like to include in your report.
- All technical resources used should be referenced properly by following the procedures outlined in your ENG 102 course (please keep in mind that wikipedia is not a valid technical reference).
- Online journal should be prepared in English (as your final summer practice report). Students are expected to summarize their everyday observations, performed tasks in their online journals.

**(5) CONCLUSION (20 pts):** Observations and contributions made; skills obtained during the summer practice should be summarized. The company should be assessed in terms of technical work, and appropriate recommendations should be provided. If this is your second summer practice, compare the first and second summer practices and explain your preferences. 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 at the University 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 the company where you completed your summer practice.
- A *section* in which you explain specifically what you learned or understood about the economic, environmental, societal and global impacts of the engineering works completed by the company where you were a trainee. You should also write in general about the contemporary issues that are related to Civil Engineering, from the point of view of your experiences gathered during 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 web sites, books, journals, expert comments, 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.

**(6) REFERENCES (5 pts):** Sources of information used during preparation of the report should be listed in a consistent manner by following the procedures outlined in your ENG 102 course.

**(7) APPENDIX (optional):** Other supportive data, figures, pictures and tables can be attached to this section



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with proper reference and explanation in the body of the report. If something is not clearly related to the submitted report content or personal experience of the trainee, it should be excluded.

**Important Notes:** The level of the English Language used in the report 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 by using a formal language. Proper technical terminology should be used throughout the report. Grammar, spelling and punctuation errors must be minimized. Failure in adequately providing these requirements will result in obtaining an **unsatisfactory overall grade**.

Students are expected to prove originality of their final summer practice reports by submitting a Turnitin report to the SPC at the time of submission of their reports. Failure to meet this requirement will result in obtaining an **unsatisfactory overall grade**.



**FORMAT AND STYLE OF THE REPORT (FSR) RUBRIC**

Grading scale:

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

| Category                     | Scoring Criteria   | Grade |
|------------------------------|--|-------|
| <b>Format</b>                | Report format is consistent throughout including heading styles, fonts, margins, white space, etc.   |       |
|                              | Pages are numbered.  |       |
|                              | For headings Times New Roman 14 pt font is used, for the remaining text included under table of contents, company information, work completed, conclusions, references and appendix Times New Roman 12 pt font is used. Single line spacing is employed throughout the report. |       |
|                              | All figures, pictures, tables, charts, equations are effectively interpreted and discussed in the report. Captions effectively communicate content.  |       |
|                              | References are cited by following a widely accepted format consistently throughout the report.   |       |
| <b>Organization</b>          | Sections are divided in a logical manner and headings are clearly marked.  |       |
|                              | Writing flows smoothly from one idea to another. Sequencing of ideas within paragraphs and transitions between paragraphs make the reading easy to follow.   |       |
|                              | Appendices (if any) are numbered and are attached to the end.  |       |
|                              | Observations are delivered over at least 10 pages.   |       |
| <b>Average<sup>(*)</sup></b> |  |       |

<sup>(\*)</sup> Average grade taken from this part will be normalized to a grade on a 100-point scale.



**ORAL PRESENTATION (OP) RUBRIC**

Each student is required to present his/her report in 10 minutes in front of an audience. Oral presentation will be done in multiple sessions as classroom presentations. Attendance to the presentations is *mandatory*.

Grading scale:

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

| Category                     | Scoring Criteria  | Grade |
|------------------------------|---|-------|
| <b>Organization</b>          | Information is presented in a logical, interesting sequence that audience can follow.                                       |       |
|                              | Topic is clearly described and all major points are covered.  |       |
|                              | Presentation appropriately cites adequate number of references.   |       |
| <b>Content</b>               | Introduction is attention-getting, lays out the problem well, and establishes a framework for the rest of the presentation. |       |
|                              | Technical terms are well-explained to the target audience.  |       |
|                              | Presentation contains accurate information.   |       |
|                              | Material included is relevant to the overall message/purpose.   |       |
|                              | Appropriate amount of material is prepared, and points made reflect well their relative importance.                         |       |
|                              | There is an obvious conclusion summarizing the presentation.  |       |
| <b>Presentation</b>          | Speaker maintains good eye contact with the audience and is appropriately animated (e.g., gestures, moving around, etc.).   |       |
|                              | Speaker uses a clear, audible voice.  |       |
|                              | Good language skills and pronunciation are used.  |       |
|                              | Speaker answers all questions with explanations and elaborations as necessary.  |       |
|                              | Speaker does not read from notes or slides.   |       |
|                              | Visual aids are well prepared, informative, effective, and not distracting.   |       |
|                              | Presentation has no misspellings or grammatical errors.   |       |
|                              | Presentation slides are simple without too much text.   |       |
|                              | Length of presentation is within the assigned time limits.  |       |
|                              | Information was well communicated.  |       |
| <b>Average<sup>(*)</sup></b> |   |       |

<sup>(\*)</sup> Average grade taken from this part will be normalized to a grade on a 100-point scale.