**ME 300 Grading Rubric**

**Evaluator’s Name, Surname: Student’s Name, Surname:  
Signature: Student’s number:  
Student’s Grade (Pass/Fail):**

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| **Section** | **Points** |
| **1-Description of the company:** Company name and location, organizational structure of the company, engineers and their duties, main areas of business, history of the company. **Max 3 pages**. | /5 |
| **2-Introduction:** Aim and scope of the summer practice should be presented briefly. **Max 1 page.** | /5 |
| **3-Manufacturing processes in the company:** Classification and a brief description of the manufacturing techniques employed in the organization (i.e. casting, chip removal processes, press work, welding, heat treatment, forging, injection molding, etc. Which of these techniques are being used, how, and for what type of work?) Please do not explain any processes that cannot be done in the organization and don’t provide textbook stuff. You should describe the processes briefly with your own words. **Max 6 pages.** | /20 |
| **4-Machines and Machine Tools in the Company:** Number of machines and machine tools (general purpose, special purpose) and their fields of use in the organization should be discussed in this subsection. Please don’t just provide tables about the properties of the machinery in the company, relate them to the manufacturing processes described in the previous section. **Max 6 pages.** | /15 |
| **5-Sample Workpieces:** Provide the technical drawings of sample workpieces, produced on a couple of machine tools in each production unit, in the appendices. Drawings should be prepared according to the technical drawing standards (dimensions, scales, tolerances, material, engineer, etc.). The number of sampled parts or products to be analyzed should not be less than five. For each workpiece, A detailed explanation of every stage in the production of the sample, either closely observed or preferably performed by the student himself/herself should be given. A routing sheet for each workpiece should be provided. **Max 5 pages.** | /40 |
| **6-Cost Analysis:** Cost analyses of the two sample parts should be given. Direct and indirect costs should be considered and there should be explanations about each item. If the company is not willing to give you the necessary costs, then use fictitious numbers and complete the cost analyses. **Max 2 pages.** | /10 |
| **7-Conclusion:** The data obtained, and the experience gained during the summer practice should be assessed, recommendations should be made. **Max 1 page.** | /5 |
| **TOTAL** | /100 |

**Important notes:**

* To have a passing grade, the student should have an overall grade of 60/100 and there **must** be relevant information in your report for each of the sections given above. Failure to fulfill any of the above requirements will result in a U grade from ME300.
* Students are not allowed to correct their summer practice reports. The grades that you give are the final grades.
* Please refer to **ME300 Report Template** for a sample cost analysis calculation