**ME 400 Grading Rubric - Factories**

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

|  |  |
| --- | --- |
| **Section** | **Points** |
| **1.Introduction:** The aim and scope of the summer practice should be presented briefly | /5 |
| **2. Description of the company:** Company name and location, organizational structure of the company, administrative and organizational departments (brief description of each department and its function, administrative relationship between departments), engineers and their duties, standard office practices, assessment of site plan, the main areas of business, history of the company | /10 |
| **3.Assessment of production:** a.Type of production, b.description of the products, c.plant layout (layout of machines and machine tools, layout of assembly lines, material handling methods, raw material storage, storage methods used for semi-finished and finished products) d.product design. e.process planning. f.work order dispatching. g.production planning and scheduling. h.production control | /25 |
| **4.Sofware and hardware:** Usage of software in management, production and assembly. Hardware and software used by the company should be described. | /10 |
| **5.Assessment of automation:** Assessment of automation level in the factory | /5 |
| **6.Cost analysis of a sample product** | /10 |
| **7.Quality assurance:** Assessment of quality assurance and quality control systems used for raw materials and products | /10 |
| **8.Auxiliary services:** Description of the auxiliary services (e.g. water, compressed air and industrial gas storage, power storage, etc.) | /5 |
| **9.Maintenance Services:** An assessment of maintenance and repair services in the factory | /5 |
| **10.Wastes:** An assessment of factory wastes and their effects on the environmental pollution | /5 |
| **11.Marketing and future plans** | /5 |
| **12.Conclusion:** The experience gained during the summer practice should be assessed, recommendations should be made. | /5 |
| **TOTAL** | /100 |

**Important notes:**

* In order 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 ME400.
* Students are not allowed to correct their summer practice reports. The grades that you give are the final grades.

**ME 400 Grading Rubric - Power Plants**

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

|  |  |
| --- | --- |
| **Section** | **Points** |
| **1.Introduction:** The aim and scope of the summer practice should be presented briefly | /5 |
| **2.Description of the company:** Company name and location, organizational structure of the company, administrative and organizational departments (brief description of each department and its function, administrative relationship between departments), engineers and their duties, standard office practices, assessment of site plan, the main areas of business, history of the company | /10 |
| **3.Description of the energy production system:** a.Source of energy (e.g. hydraulic, thermal, nuclear, etc, a complete analysis of the source in terms of its quality, capacity, efficiency and availability), b.Description and assessment of each unit (e.g. turbines, boilers, control units, generators, electric distribution units, etc.), c.Assessment of raw material storage facilities (e.g. storage and transportation of coal, fuel-oil and water, flow rate etc.), d.Assessment of safety rules and practices, e.Production planning | /30 |
| **4.Software and hardware:** Usage of software in management and production | /5 |
| **5.Quality assurance:** Assessment of the quality assurance in the plant | /5 |
| **6.Assessment of automation:** Assessment of automation level and control systems used in the plant | /10 |
| **7.Maintenance services:** Assessment of maintenance and repair services in the plant | /5 |
| **8.Cost analysis of produced energy** | /10 |
| **9.Wastes:** A study of the plants share in environmental pollution and of preventive measures taken | /10 |
| **10.Future plans:** An assessment of the future development plans of the plant | /5 |
| **11.Conclusion** | /5 |
| **TOTAL** | /100 |

**Important notes:**

* In order 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 ME400.
* Students are not allowed to correct their summer practice reports. The grades that you give are the final grades.

**ME 400 Grading Rubric - Design, R/D and Consulting Offices**

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

|  |  |
| --- | --- |
| **Section** | **Points** |
| **1.Introduction:** The aim and scope of the summer practice should be presented briefly | /5 |
| **2.Description of the company:** Company name and location, organizational structure of the company, administrative and organizational departments (brief description of each department and its function, administrative relationship between departments), engineers and their duties, standard office practices, assessment of site plan, the main areas of business, history of the company | /10 |
| **3.Quality assurance:** Assessment of quality standards followed in the company | /5 |
| **4.Software and hardware:** Usage of software in management and technical aspects of the projects | /5 |
| **5.Typical projects of the company:** An overview of the projects and the company structure, in conjunction with the position of the firm in the domestic and foreign markets, and the overall of the firm with the world markets | /5 |
| **6.Detailed analysis of a project completed by the firm:** Description and an analysis of one of the typical projects completed by the firm. (Scope, requirements, explanation of the tasks, Gantt chart, technical analysis performed, standards followed, software utilized, verification/validation tests performed, detailed cost analysis of the project). | /30 |
| **7.Explanation of your contribution to one of the projects:** A detailed explanation of the contribution of the student to one of the projects during the summer practice (Scope and description of your assigned task, literature survey, detailed calculations and technical drawings) | /30 |
| **8.Future plans:** An assessment of future development plans | /5 |
| **9.Conclusion:** The experience gained during the summer practice should be assessed, recommendations should be made. | /5 |
| **TOTAL** | /100 |

**Important notes:**

* In order 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 ME400.
* Students are not allowed to correct their summer practice reports. The grades that you give are the final grades.