

CMPE399/499 Summer Training – Assessment Guideline

Assessment

Assessment is based on the following criteria:

1. Student Evaluation by Company Supervisor (SE)
2. CMPE399/499 Summer Training Report (STR)
3. Format and Style of the Report (FSR)
4. Oral Presentation (OP)

Grading:

Students who receive at least 3 points from each of Questions 1.a, 1.b, and 1.c of SE complete their summer training successfully. Students who fail to do so are considered as “Unsuccessful” and receive 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” (who receive at least 3 points from each of Questions 1.a, 1.b, and 1.c of SE) are eligible to submit their summer training report and make an oral presentation of their summer training experience. STR, FSR and OP are marked out of 100 according to the pre-specified guidelines. 60% of the STR grade, 20% of the FSR grade and 20% of the OP grade constitute the overall end-of-semester grade. Oral presentation will be done in multiple sessions as classroom presentations. Attendance to the presentations is mandatory; half of the OP grade will be received from the attendance to the presentation sessions.

STR Content and Grading:

Abstract: (10 Points) Start your report with a brief abstract that describes in a few sentences where you have done your summer training, what you have done, and what you have learned.

Introduction: (10 Points) Have an introductory section that will make a smooth beginning to the document. In the introduction section include the following:

- The name of the company and department where you have done your summer training, the main focus area of the company, and your motivation for choosing this company as the place for your summer training.
- Brief summary of the work you have done, the motivation behind it, and the significance of the work that you have done in the overall project.
- Explanation of the organization of the rest of the report.

Company information: (10 Points) Have a section providing detailed information about the company and department where you did your training, its hardware/software systems and resources, its focus and project area, its organization, etc. The name, address, telephone number, email address, and information about the education of your supervisor must be given (including the name of the university and department from which he/she graduated, and the year of graduation). Additionally, you must list the names of your team members and their backgrounds.

Work Done: (60 Points) This is the most important part of your report. The number of sections in this part, their titles, and their contents depend on the work that you have done and the information you would like to provide.

This part should include all relevant information about the following:

- Information about the main project, if the work you have done is part of such a project.
- The significance of the work you have done.
- The motivation behind the particular work that you have done and why it is required.
- Detailed description of the work done, including for example:
 - The algorithms/pseudo-code developed.
 - Hardware/software environment used.
 - Software tools used.
 - Design methods used and learned.
 - Testing methods and tools used and learned.
 - Project management methods and processes followed or observed.
 - Any engineering standards that are followed or observed.
 - Design, development, documentation and testing participated in or observed.
 - Any training received, including seminars attended.
 - Any configuration and/or maintenance tasks performed.
 - Detailed description of your own contribution and clear identification of the distinctions from others' work.

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 training, and specifically where and how the knowledge or skills were useful.

A section in which you explain in detail engineering problems related to computer systems and applications that you solved.

A section in which you explain in detail the teamwork you were involved in during the summer training, including (for each team you participated in) the team role or function of each team member, the training in their background and current work area, and some information about the team dynamics as you worked together. You should clearly explain how you related to the others on the team. If you were not involved in a formal team, the definition of the team could be interpreted loosely to mean working together with others on a shared task.

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 training, and how the issue was handled or managed at your company or institution.

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 or institution. You should also write in general about the contemporary issues that are related with computer engineering, as you understand them from, and related to, your summer training.

A section in which you explain the self-learning that you did during your summer training. You should mention any sources that you located and how you found them (this would include Web sites, books, journals, experts, etc), and what part of your summer training 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 training, how you learned to use them, and what level of proficiency you came to by the end of your summer training. When writing this section, do not forget that the reader may not be familiar with the topic of the work that you have done. Therefore, explaining too much is better than not enough.

Conclusion: (10 Points) Have a conclusion section where you summarize the work you have done. Clearly re-state your contribution, what you have learned, experienced and acquired. Be specific in relating these to what you have learned at TEDU.

FSR Rubric

Format and Style	Grade
<p><u>Format and Organization</u>: There is a cover page and abstract; report is within the page limit; pages are numbered; margins and alignments conform to the template provided; sections are divided and headings are clearly marked; appendices are numbered and are at the end; references are cited and listed as prescribed by the template.</p> <p><u>Language</u>: There are no grammar, spelling, and punctuation errors; proper technical terminology is used; report is written with a formal language.</p>	100
<p><u>Format and Organization</u>: There is a cover page and abstract; report is within the page limit; pages are numbered; sections are divided and headings are clearly marked. Margins and alignments do not conform to the template provided but are still at acceptable standards and/or appendices are not numbered or not at the end and/or references are not cited and listed as prescribed by the template.</p> <p><u>Language</u>: There are slight grammar, spelling, and/or punctuation errors. Proper technical terminology is used; report is written with a formal language.</p>	75
<p><u>Format and Organization</u>: There is a cover page and abstract; sections are divided and headings are clearly marked; report is within the page limit. Pages are not numbered and/or margins and alignments do not conform to the template provided but are still at acceptable standards and/or appendices are not numbered or not at the end and/or references are not cited and listed as prescribed by the template.</p> <p><u>Language</u>: There are slight grammar, spelling, and/or punctuation errors. Use of technical terminology is not excellent but is at acceptable standards; report is mostly written with a formal language but is still at acceptable standards.</p>	50
<p><u>Format and Organization</u>: There is a cover page and abstract; report is within the page limit. Sections are not divided and headings are not clearly marked and/or pages are not numbered and/or margins and alignments do not conform to the template provided but are still at acceptable standards and/or appendices are not numbered or not at the end and/or references are not cited and listed as prescribed by the template.</p> <p><u>Language</u>: There are several grammar, spelling, and/or punctuation errors. Use of technical terminology is poor; report is mostly written with a formal language but is still at acceptable standards.</p>	25

<p><u>Format and Organization</u>: There is not a cover page and abstract; report is not within the page limit; pages are not numbered; margins and alignments do not conform to the template provided; sections are not divided and headings are not clearly marked; appendices are not numbered and are not at the end; references are not cited and listed as prescribed by the template.</p> <p><u>Language</u>: Report is full of grammar, spelling, and punctuation errors; proper technical terminology is not used; report is written with an informal language.</p>	0
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OP: (100 Points)

Each student is required to present his/her report in front of an audience in 10 minutes.

50 Points: Effectiveness and clarity of the oral presentation.

50 Points: Participation to all presentation sessions.