

CE 300 CHECKLIST

Check	Section	Task	GENERAL RULES OF EVALUATION
<input type="checkbox"/>	Format	Title page, Table of contents, Table of Figures are included	A student has to comply at least 15/20 (21 if appendix is used) to get a passing grade from CE 300
<input type="checkbox"/>		The font, spacing and organization fits into the description in the rules	
<input type="checkbox"/>		Tables and Figures are neatly organized, all table and figure captions are arranged in the correct format	
<input type="checkbox"/>	Daily Summary	Daily summary included for 20-work- days of internship. The student has described what s/he has done in the field.	If 15 items out of 20 cannot be satisfied, the student will receive 'a revision request'. The revised version of the reports should be re-submitted within the following 2-weeks of the notice . <u>If 15/20 is not satisfied in the revised version then the student will fail from CE 300.</u>
<input type="checkbox"/>	Introduction	Minimum 1/2 page-Maksimum of 1 page	Turnitin similarity score has to be below the threshold value (Threshold value is confidential)
<input type="checkbox"/>		Overview of the project, scope of the work done is clearly explained	Depending on the similarity score and items, a student <u>may fail from CE 300</u> without getting a revision.
<input type="checkbox"/>		Description of the skills attained during the internship	Any attempt of misconduct and cheating will directly fail from CE 300 without getting a revision.
<input type="checkbox"/>	Maximum 1 page long including figures		
<input type="checkbox"/>	Description of the company	A brief description of the company that the internship was conducted	A student has to satisfy 5/6 items in 'Technical overview of the project' to get a passing grade. If 5 items out of 6 cannot be satisfied, the student will receive 'a revision request'. The revised version of the reports should be re-submitted within the following 2-weeks of the notice. If 15/20 is not satisfied then the student will fail from CE 300.
<input type="checkbox"/>		Minimum 3 pages-Maksimum of 5 pages without including the figures	
<input type="checkbox"/>	Technical overview of the Internship Project (Min. passing score 5/6)	Brief Description of the tasks that the student has conducted	References and citations should be provided in the given format. Reports do not satisfy this condition will first get a revision, <u>if the revision do not have correct formatting then the student will fail from CE 300</u>
<input type="checkbox"/>		Technical details of each task: Examples: Observations done during a concrete pumping, Inspections done in the field, Quantity take-off survey calculations, Implementation of any methodology in the field	
<input type="checkbox"/>		Any figure or table included should be explained and discussed within the text	
<input type="checkbox"/>		Materials used in the construction/ Implementation of these materials in the field	
<input type="checkbox"/>	Conclusion and contribution to students knowledge	Implementation of the structural Design of the project	References and citations should be provided in the given format. Reports do not satisfy this condition will first get a revision, <u>if the revision do not have correct formatting then the student will fail from CE 300</u>
<input type="checkbox"/>		a general summary of what student has done and learned during the internship	
<input type="checkbox"/>	References (Min. passing score 2/2)	a short explanation of how this internship contributed to student's current knowledge regarding project design and management	References and citations should be provided in the given format. Reports do not satisfy this condition will first get a revision, <u>if the revision do not have correct formatting then the student will fail from CE 300</u>
<input type="checkbox"/>		Any information, figure, table, etc. that does not belong to the student should be cited	
<input type="checkbox"/>	Appendix	References should be given as APA style	References and citations should be provided in the given format. Reports do not satisfy this condition will first get a revision, <u>if the revision do not have correct formatting then the student will fail from CE 300</u>
<input type="checkbox"/>		Any information included as an appendix has to be discussed in the main text	
<input type="checkbox"/>			

CE 400 CHECKLIST

Check	Section	Task	GENERAL RULES OF EVALUATION
<input type="checkbox"/>	Format	Title page, Table of contents, Table of Figures are included	A student has to comply at least 15/19 (20 if appendix is used) to get a passing grade from CE 400
<input type="checkbox"/>		The font, spacing and organization fits into the description in the rules	
<input type="checkbox"/>		Tables and Figures are neatly organized, all table and figure captions are arranged in the correct format	
<input type="checkbox"/>	Daily Summary	Daily summary included for 20-work- days of internship. The student has described what s/he has done in the field.	If 15 items out of 19 cannot be satisfied, the student will receive 'a revision request'. The revised version of the reports should be re-submitted within the following 2-weeks of the notice . <u>If 15/19 is not satisfied in the revised version then the student will fail from CE 400.</u>
<input type="checkbox"/>	Introduction	Minimum 1/2 page-Maksimum of 1 page	Turnitin similarity score has to be below the threshold value (Threshold value is confidential)
<input type="checkbox"/>		Overview of the project, scope of the work done is clearly explained	Depending on the similarity score and items, a student <u>may fail from CE 400</u> without getting a revision.
<input type="checkbox"/>		Description of the skills attained during the internship	Any attempt of misconduct and cheating will directly fail from CE 400 without getting a revision.
<input type="checkbox"/>	Maximum 1 page long including figures		
<input type="checkbox"/>	Description of the company	A brief description of the company that the internship was conducted	A student has to satisfy 4/5 items in 'Technical overview of the project' to get a passing grade. If 4 items out of 5 cannot be satisfied, the student will receive 'a revision request'. The revised version of the reports should be re-submitted within the following 2-weeks of the notice. If 15/20 is not satisfied then the student will fail from CE 400.
<input type="checkbox"/>		Minimum 3 pages-Maksimum of 5 pages without including the figures	
<input type="checkbox"/>	Technical overview of the Internship Project (Min. passing score 4/5)	Brief Description of the tasks that the student has conducted	References and citations should be provided in the given format. Reports do not satisfy this condition will first get a revision, <u>if the revision do not have correct formatting then the student will fail from CE 400</u>
<input type="checkbox"/>		Technical details of each task- Examples: Design calculations that the student has done, standards used in the calculations, Quantity take-off survey calculations, Management aspect of the design project	
<input type="checkbox"/>		Any figure or table included should be explained and discussed within the text	
<input type="checkbox"/>		Design methodology and software used in the office	
<input type="checkbox"/>	Conclusion and contribution to students knowledge	a general summary of what student has done and learned during the internship	References and citations should be provided in the given format. Reports do not satisfy this condition will first get a revision, <u>if the revision do not have correct formatting then the student will fail from CE 400</u>
<input type="checkbox"/>		a short explanation of how this internship contributed to student's current knowledge regarding project design and management	
<input type="checkbox"/>	References (Min. passing score 2/2)	Any information, figure, table, etc. that does not belong to the student should be cited	References and citations should be provided in the given format. Reports do not satisfy this condition will first get a revision, <u>if the revision do not have correct formatting then the student will fail from CE 400</u>
<input type="checkbox"/>		References should be given as APA style	
<input type="checkbox"/>	Appendix	Any information included as an appendix has to be discussed in the main text	
<input type="checkbox"/>			