



CITY 399 SUMMER PRACTICE II Assessment Guideline

Assessment

Assessment is based on the following criteria:

- 1) Student Evaluation by Company Supervisor (SE)**
- 2) CITY 399 Summer Training Report (STR) (%100 of total grading)**

STR should contain the following in a comprehensive manner:

a. Descriptive information about the office/institution; content of the work, office team and its organization

b. Daily Work-Log

- Information about the office procedures to be documented at least twice a week
- Observations in project development: Relations between different phases and scales of project development; contributions of various disciplines into the process of project development
- Participation in project development
- Personal evaluations on both the project development and training processes

STR will be evaluated on the basis of the following criteria:

- Quality of Written Documentation (%50 of total grading)
- Quality of Visual Documentation (%50 of total grading)

All the visual documentation of your contribution in project development; plans, drawings; photographs etc.

Grading:

In order to successfully complete **CITY 399 Summer Practice II**, students must receive at least 3 points from 1.c and 1.d of SE, and complete minimum of 10 points in total from SE. Students who fail to do so are considered as “Unsuccessful” and receive F letter grade at the end of the semester. Students who are “Successful” (who receive at least 3 points from 1.c and 1.d of SE, and complete minimum of 10 points in total from SE) are eligible to submit their summer training report (STR). The STR grade, of which 50% comes from the quality of written documentation and 50% comes from the quality of visual documentation, constitutes the overall end-of-semester grade.

Letter Grades:

Students who are “Unsuccessful” by SE or STR receive U (Unsuccessful) letter grade.