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|  | UNIVERSITY OF GAZİANTEP  ENGINEERING FACULTY  DEPARTMENT OF CIVIL ENGINEERING | **CE 400 ENGINEERING ORIENTATION INTERN WORKING FOLLOW-UP FORM** |

*Dear Madam/Sir,*

*The aim of filling this form is to evaluate whether the INTERNSHIP student has gained one of the program outcomes of Civil Engineering Department of Engineering Faculty in Gaziantep University which is “EFFECTİVE WORKING SKILL IN MULTIDISCIPLINARY TEAM AND INDIVIDUAL WORK”. The working mentioned in the form should include any activity regarding production process in the scope of labor, project, practice and task. The working team involved in this work should be composed of multidisciplinary members. In order to monitor the working a coach is assigned within the firm. This form has to be filled in by a faculty of department and coach in the follow-up period of INTERNSHIP and should be approved by the relevant stakeholders. Aforesaid working must be completed within the period of INTERNSHIP.*

*Yours truly,*

*Prof. Dr. Nildem TAYŞİ*

*Gaziantep University*

*Engineering Faculty*

*Head of Department of Civil Engineering*

Academic Year / Semester :

Student Name, Surname :

Faculty/Instructor :

Coach :

**Information about the work**

|  |  |
| --- | --- |
| Activity |  |
| Name of work |  |
| Brief description of the work |  |
| Working time (at least 1 month) |  |

|  |  |
| --- | --- |
|  | Working steps \* |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

*\* Number of steps may be increased. Working steps should include processes such as information gathering, experimental design, economic analysis, data analysis; and should be promoted through actions such as working together, preparing and presenting the presentation etc. which is required by the teamwork.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Working team members \*\* | Position at workplace | Task in the work |
| A. | Team leader - (One of the members) |  |  |
| B. |  |  |  |
| C. |  |  |  |
| D. |  |  |  |
| E. |  |  |  |

*\*\* Number of team member should be between 5-10. Team members must represent all units that include the production process, which will cover different parts (purchasing, finance, sales, accounting, various engineering disciplines, economics, business etc.) within the enterprise. The number of team members and INTERN students from the department can be at most 2 in each study.*

**Work evaluation**

*The work will be completed by the team coach at the end of the term. For each team member will be appreciated one of the very good grades during his / her work; 1: very weak, 2: weak, 3: medium, 4: good, 5: very good.*

Team Members

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Program output |  | 1 | 2 | 3 | 4 | 5 | \* |
| Problem  definition and  solving skills | Determining complex engineering problems |  |  |  |  |  |  |
| Identification and Formulation |  |  |  |  |  |  |
| Solving skills |  |  |  |  |  |  |
| Ability to select and apply analysis and modeling methods |  |  |  |  |  |  |
| Design an  experiment and  analyze the  results | Designing experiments |  |  |  |  |  |  |
| Data collecting |  |  |  |  |  |  |
| Analyzing results |  |  |  |  |  |  |
| Ability to interpret |  |  |  |  |  |  |
| Ability to work  interdisciplinary | Relevance 1 |  |  |  |  |  |  |
| Creativity 2 |  |  |  |  |  |  |
| Cooperation 3 |  |  |  |  |  |  |
| Productivity 4 |  |  |  |  |  |  |
| Ability to  communicate | Effective report writing |  |  |  |  |  |  |
| To prepare the design and production reports |  |  |  |  |  |  |
| To make effective presentations |  |  |  |  |  |  |
| Clear and concise instructions for making and receiving skills |  |  |  |  |  |  |
| Project  management | Project management 5 |  |  |  |  |  |  |
| Risk management 6 |  |  |  |  |  |  |
| Change management 7 |  |  |  |  |  |  |

*\* Must be duplicated by adding columns if there are more than 5 team members*

*1. Ability to work in harmony with each other and to solve conflicts*

*2. New and different ways to look at the problem solutions and built-in structures*

*3. Open and clear dialogue, including verbal and non-verbal, active listening*

*4. Complete and accurate work done on time.*

*5. Ability to apply the knowledge of the project management components (GANTT Chart, Critical Path Method).*

*6. To manage potential problems in the production process.*

*7. To be able to develop and apply ideas to solve the problems which arise during the production process and to eliminate the causes of these problems.*

The working team task distribution details

The detailed task description of each of the team members will be specified here.

Further information about the study

The document of the activity document and the preparation process (participation signatures, presentations, literature data, etc.) should be attached to the form annex.