

TO STUDENT: Please fill out this first page¹ with a pdf editor² and email it as an attachment to your supervisor to fill out the rest. Forward this form along with your drafts to your supervisor.

Your Information

First Name:

8-digit Emplid:

Semester:

Last Name:

Email:

Section:

Project Details

Project Title:

Brief Description:

GitHub Repository:

Project Board:

Supervisor Name:

Supervisor Email:

Relationship:

Your Team Please list your team member names (if they are enrolled in 4900 this semester)

Summary Log

Please complete the table with a summary of the total hours you spent on the project since the beginning of the semester.

- Select the most relevant category for grouping related activities.
- Use *base 10 decimal* format.
i.e., *1.5* represents *1 hr 30 mins*.
- Round to the nearest 15 minute increment.
- Submit a separate document that details your weekly accomplishments up to submission of the interim report. The last entry on that log should be the submission of this report.

Activity Completed	Hours
Supervisor discussions, emails:	
Team discussions, emails:	
Design:	
Coding:	
Testing & Debugging:	
Research, training, learning:	
Other:	

Total Hours Logged

¹This is the only page that has to be filled out by students. Your supervisor should fill out the second page

²You can use any PDF editor or download Adobe Reader from <https://get.adobe.com/reader/>

To be Completed by Your Supervisor

To the supervisor: The student should be sending you this form to you with the first page filled out. Please complete this page and email the completed form to katherine.chuang@brooklyn.edu and AllanJames.Lapid@brooklyn.cuny.edu

Are you satisfied with student's progress?

If you answered No, we would appreciate a sentence or two regarding issues; feel free to add any other comments:

Optional Survey

The answers below can help us better coordinate this course. We would appreciate any feedback you can share about your experience.

1. What is your general opinion of the student's progress in terms of what they set out to do in their project proposal?

2. How frequently did you meet with this student (weekly/biweekly/monthly)?

3. Did the student demonstrate a sense of ownership with their project?
4. What surprised you about the student or the project so far?

5. Where might you suggest improvements could be made with the student's approach to the project and/or soft skills?

6. Do you have suggestions to the instructors of how they can better support your supervisory capacity?