

CSE494/AIE493/CSE493/AIE494: Graduation Project 1/2

Supervisor's Evaluation Form (Summary of 4 Milestones)

Project Title: _____

Supervisor: _____

Co-Supervisor: _____

No.	Student Name	Student ID
S1		
S2		
S3		
S4		

	Evaluation Criteria	Weight	Scale					Marks Obtained			
			Not Evident	Below Average	Average	Good	Excellent	S1	S2	S3	S4
Project Planning	Capable of engagement in project planning?	4	Not done	Rarely Engaged	Partially Engaged	Mostly Engaged	Always Engaged				
	Following the designated plan?	4	Not done	Rarely in line with plan	Sometimes in line with plan	Usually in line with plan	Always in line with plan				
	Monitoring plan execution?	4	Not done	Rarely	Sometimes	Usually	Always				
	Doing decisions collectively?	4	Not done	Rarely	Sometimes	Usually	Always				
	Making effective use of power resources in group?	4	Not done	Rarely	Sometimes	Usually	Always				

Teamwork	Effective and Timely Individual Contribution	12	Not done	Sometimes provides useful ideas when participating in the group discussion AND/OR does what is required with little contribution and never submits on time.	Contributes mostly useful ideas. Follows plan of action and completes tasks with average contribution and rarely submits work on time.	Understands common purpose and goals. Works with team by contributing ideas to develop a plan of action and by carrying out assigned work with a big contribution and submits work on time.	Works with team to establish common purpose and goals. Facilitates the development of an action plan. Carries out assigned work with biggest contribution and always submits work on time.			
	Teamwork Planning (collective)	6	Not done	Unequal distribution of roles and ineffective communication of plans, decisions and tasks.	Distribution of Roles not fully equal and/or communication of plans and decisions not fully effective.	Distribution of Roles somewhat equal and/or communication of plans and decisions somewhat effective.	Equal distribution of roles and effective communication of plans, decisions and tasks.			
	Team Support	2	Not done	Does what is required but doesn't help others.	Provides some support.	Provides very good support.	Takes responsibility and leadership			
Reports	Covered all report requirements (to be graded following report rubric)	20	Not submitted	Covered few requirements	Covered half of the requirements	Covered most requirements	Covered all requirements			
Presentations/Oral Comms	Covered all presentation requirements (to be graded)	20	Not done	Covered few requirements	Covered half of the	Covered most requirements	Covered all requirements			

Remarks and Suggestions:

Supervisor's Name:

Signature:

Date: