**Industry Supervisor’s assessment of the BCIS309 student’s project progress at the course half-way point**

At the halfway point, this sheet is used to assess the student’s progress on the project (worth 10% of the student’s total course marks).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Outcome (tick one option for each)** | **Excellent** | **Very good** | **Good** | **In-sufficient** | **Poor** | **Not done** |  |
| **1** | Student has displayed commitment to the project (work ethic). |  |  |  |  |  |  |
| **2** | Oral communication is effective and appropriate to the organisation. |  |  |  |  |  |  |
| **3** | Written communication is effective and appropriate to the organisation. |  |  |  |  |  |  |
| **4** | Attended and prepared for scheduled meetings, followed up action points as required. |  |  |  |  |  |  |
| **5** | Demonstrates understanding of the particular business needs of the organisation. |  |  |  |  |  |  |
| **6** | Professional conduct meets the needs of the organisation and the Professionalism Standards **listed on page 2**. |  |  |  |  |  |  |
| **7** | Student displayed initiative in interpreting project objectives to meet the needs of the organisation. |  |  |  |  |  |  |
| **8** | Project progress has followed the agreed / amended proposal. |  |  |  |  |  |  |
| **9** | Progress effectively communicated along the way, any obstacles to progress were identified/overcome or alternatives suggested. |  |  |  |  |  |  |
| **10** | Student has adjusted/confirmed the project’s final objectives/outcomes in light of half-way progress achieved. |  |  |  |  |  |  |
|  | ***Number of ticks in column (should add up to 10):*** |  |  |  |  |  |  | **(10)** |
| ***Multiply by:*** | ***5*** | ***4*** | ***3*** | ***2*** | ***1*** | ***0*** |  |
| ***Column Total:*** |  |  |  |  |  |  |  |
|  | **Final Score = Sum of Column Totals/5 (round to .5):** | | | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name: |  | Student ID: |  |
| Supervisor: |  | Contact#: |  |
| Organisation: |  | Date: |  |

**Professionalism Standards for Assessing Overall Work Ethic**

Does the student demonstrate the personal and interpersonal skills and attitudes required of an ethical professional working independently and in a team environment. In other words, could you see this person operating as a credible employee in a professional environment.

Specifically, this includes these aspects:

1. **Reliability and Accountability**

Turns up, prepared and on-time. Is organised and meets deadlines. Can be relied upon to deliver. Will listen to instructions, follows directions, and accepts and acts on constructive criticism.

1. **Communication**

Uses effective communication when speaking and listening to others. Behaviour and language are appropriate. Communication is clear, thoughtful and decisive.

1. **Attitude**

Displays honesty and integrity. Displays coping skills and makes sure personal issues do not encroach negatively into the workplace. Has a friendly, positive outlook and shows respect when dealing with peers, supervisors, industry and clients/contacts.

1. **Teamwork**

Openly shares ideas, skills and knowledge with others in the team. Is not afraid to ask for help or admit mistakes. Takes on fair share of the workload. Does not disrupt or undermine other people.

1. **Motivation**

This person is passionate about the project, shows initiative and always does their best work.

1. **Open to Learning**

Is interested in learning more and actively engages in learning activities. Demonstrates problem solving abilities and seeks assistance when required.