Mid-term 360 degrees review

- Company mentor form -

Dear Company mentor,

You have been guiding a FICT graduate student over the last months, and we ask you to participate in a 360º review session on the student. This helps the student and us to get a better understanding on the progress for each of the learning outcomes.

<AANPASSING>
We ask you to fill in the form below, hand over and discuss it with the student.
The development grading scale (see table below) indicates the student's velocity in progressing toward the completion of a learning outcome. Velocities help students to get your view on how the student is progressing.
Next to the velocity you describe for each learning outcome on which level of progress the student is working, and give substantiation and advice. This commonly is done in form of feedback, feedforward and feedup (see appendix A for more explanation). Feedback, -forward and -up help the student to define concrete actions to improve the student's work and velocity.

The 360º review starts with your feedback, followed by the self-evaluation of the student and is finalized by feedback from peer graduation students en the assessors during the session at our location.

Label	Description
Undefined	The student has not yet undertaken activities to demonstrate the learning outcome.
Orienting	The student has made a start and explored the possibilities to demonstrate the learning outcome.
Beginning	The student has taken the first steps and carried them out which contribute to demonstrating the learning outcome.
Proficient	The student has demonstrated the learning outcome several times. The student will demonstrate the learning outcome at a sufficient level, if the development continues in this way.
Advanced	The student has shown several times to work on this learning outcome with good results. The student has performed above expectations and has focused on continuous improvement. The student will demonstrate the learning outcome at a more than sufficient level, if the development continues in this way.

In the appendix B you'll find a description of the learning outcomes.

Student name	**Kaan Gögcay**
Student number	457632
Graduation Profile	AI/Software Engineering
Date	16-04-2025
Company mentor	Ka ka Tam

	Learning Outcome	**Level* (U, O, B, P, A)**	**Feedback**
1	Professional duties	P	Kaan conducted quite some interviews and research. The portfolio seems fine up until now. Something that I missing at this stage is something like an architecture diagram.
2	Situation-Orientation	P	Kaan delivered a valuable result (as in a simple prototype) pretty quickly for which stakeholders were very pleased with the result.
3	Professional Standards	P	Kaan does frequently seek for feedback or advice from stakeholders. Writing style can be improved, Kaan's current tone sometimes resembles conversational speech rather than professional documentation. Moreover, please give more context to the reader.
4	Personal Leadership	B	Planning seems a bit unstructured sometimes, it has changed quite a few times.

***choose from **U**ndefined**, O**rienting**, B**eginning**, P**roficient**, A**dvanced

Appendix A - Explanation about feedback, feedforward and feedup

Feedback

Definition: Feedback is information you provide about what the student has currently delivered in relation to expected performance.

Purpose: It helps the student understand how well they are doing and where they stand in relation to goals.

Feedforward

Definition: Feedforward focuses on future performance and provides suggestions for improvement and next steps.

Purpose: It helps the student understand the next steps to achieve their goals.

Feedup

Definition: Feedup clarifies goals and expectations before the student begins a task.

Purpose: It helps students understand what is expected of them and what criteria are important for them to achieve their goals.

Appendix B - Explanation about the learning outcomes

1. Professional Duties

You carry out professional duties at a bachelor level, producing professional-grade work aligned with the IT subdomain (IT-area) you are specialising in.

Clarification

Professional Duties - This encompasses the core professional activities and resultant products that form the foundation of your graduation portfolio. These activities and products typically follow the lifecycle stages of Analysis, Advice, Design, Realization, and Management & Control. Not all projects will cover these aspects equally or at the same level, but they are integral to the professional process.

Reference Points - To gauge the expected activities and products and their requisite level:

- Refer to the HBO-I domain description[1] for proficiency indicators at level 3 (Bachelor level).
- Review the level and types of products you created during the (advanced) semesters 6 and 7, especially those related to the IT subdomain of your graduation project.
- Consider the professional practice, expectations, and levels that align with current practices within your specific IT subdomain.

Portfolio Content - A significant portion of your portfolio will consist of professional products. The specific products will depend on the IT subdomain and the nature of your graduation project. These products should be easily recognizable as standard practice within your subdomain. For example, a software architecture is a common deliverable in full stack software development, so it should be included in your portfolio if your project is within this subdomain.

Architectural Layers - All IT subdomains relate to one or more of the five architectural layers described in the HBO-I domain description (User Interaction, Organizational Processes, Software, Hardware Interfacing, Infrastructure). Your activities and resulting professional products should align with the proficiency descriptions of these layers at level 3. It's common to mix layers in fields such as cybersecurity, web development, AI engineering, game development, smart industry and mobile development. You will demonstrate professional duties by effectively utilizing the appropriate mix of layers to meet the needs of your graduation project.

2. Situation-Orientation

You apply your previously acquired knowledge and skills in a new, authentic context to deliver valuable and relevant results for both the project and the company.

Clarification

Alignment of Skills and Project Needs - Ensure there is a clear match between the knowledge and skills you bring to the project and the project's requirements. These skills and knowledge should align with level 3 of the HBO-I domain description.

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[1] HBO-i Domeinbeschrijving 2023 (Domain description 2023), HBO-I stichting, Amsterdam. Available as pdf in Dutch and Emglish at Domeinbeschrijving - HBO-i stichting

Adaptation to Context - Apply your previously acquired knowledge and skills within the project's specific context. This means adapting to the company's processes, ways of working, and the standards expected in the IT subdomain.
Relevance and Value Creation - Your activities and products must be relevant to the project's stakeholders and users, creating tangible value.
Demonstrating Added Value - Make an effort to show, prove, and monitor the added value of your project. This can be done through:

- Achieving a higher Technology or Societal Readiness Level (TRL/SRL).
- Employing a validation-oriented methodology.
- Defining explicit value-creation objectives using the Design Challenge (William Newman 1995, 2003).

Methodological and Structured Work - Work in a methodical and structured manner, even when the approach and solution area are open-ended, involving multiple stakeholders and combining various IT areas. Your project, activities, and products should demonstrate contextual innovation and exploration.

3. Professional Standards

You take responsibility for solving an IT issue. You conduct research using a relevant method you select and advise your stakeholders in a complex and uncertain context. You substantiate future-oriented choices with ethical and sustainable arguments.

Clarification

Future-oriented - Apply situational awareness to future-oriented planning, both within and beyond the project:

- Develop and monitor a comprehensive project plan, covering research activities, strategy, planning, dependencies and quality.
- Identify long-term business justification and values relevant to stakeholders.
- Consider industry trends, sustainable development, and ethical factors in your decision-making, using tools like the Technology Impact Cycle Tool (TICT).

Solving an IT issue in a complex and uncertain context - Critically examine your project from various perspectives, identify problems/challenges or opportunities, find effective approaches, and develop appropriate solutions:

- Problem Identification and Analysis - Identify and address relevant issues throughout the project:
    - Initially, analyse the problem by:
        - Identifying stakeholders' problems or opportunities.
        - Defining the project scope and focus.
        - Formulating practice-based research questions (using the Design Challenge by William Newman).
    - During the project, address new problems and formulate detailed research questions.
- Use diverse research strategies, methods, and activities based on the DOT framework.

- Create valuable solutions using research results and validate them through testing, usability assessments, and conformity checks with stakeholders, experts, peers, or benchmarks

Involving stakeholders - Work constructively with stakeholders and communicate appropriately to achieve the desired impact:

- Ensure your communication is impactful and well-executed.
- Understand and address the interests of all project stakeholders.

4. Personal Leadership

You independently formulate goals and actions that demonstrate leadership in your own development as an IT professional in the long term. You demonstrate that you are able to carry out these actions and achieve your goals, or make adjustments if necessary.

Clarification

Leadership: - Take the lead in your projects, encompassing both planning and content. This means being proactive and taking ownership of your work.

Your own development - Reflect on your actions, seek and accept feedback, and explore further opportunities that arise from that feedback. Stay aware of your growth and development as an IT professional. Understand the role you envision in the IT landscape.

Carry out actions – Understand the role you play within a team and the project. This includes knowing your strengths, areas for improvement, and how you can contribute effectively to team dynamics and pro