

Students fill out the first page with a pdf editor<sup>1</sup> and email it as an attachment to their supervisor to fill out the rest.

## Your Information

First Name:

8-digit Emplid:

Semester:

Last Name:

Email:

Section:

## Project Details

Project Title:

Brief Description:

GitHub Repository:

Project Board:

Internship/Fellowship:

Supervisor Name:

Supervisor Email:

Relationship:

**Your Team** If you're working in a group, please list other students' 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*

149

<sup>1</sup>This is the only page that has to be filled out by students. Your supervisor should fill out the second page.  
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 [chuang@sci.brooklyn.cuny.edu](mailto:chuang@sci.brooklyn.cuny.edu) and [AllanJames.Lapid@brooklyn.cuny.edu](mailto: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:

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### 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. What surprised you about the student or the project so far?
3. How frequently did you meet with this student (weekly/biweekly/monthly/other)?
4. Did the student demonstrate a sense of ownership with their project?
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 or other comments to the instructors of how they can better support your supervisory capacity?