

Final Supervisor Evaluation Form

Students: Please use Adobe Acrobat to complete this first page and forward a copy of the document to your supervisor.

Supervisor: Students should fill out the first page. Please complete pages 2 and 3 and email to chuang@sci.brooklyn.cuny.edu and AllanJames.Lapid@brooklyn.cuny.edu

Your Information

First Name:

Last Name:

8-digit Emplid:

Email:

Semester:

Section:

Project Details

Project Title:

Brief Description:

GitHub Repository:

Project Board:

Agency, Firm, etc:

Supervisor Name:

Supervisor Email:

Relationship:

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.

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

Total Hours Logged

173

Supervisors to fill out the rest of this form and email to chuang@sci.brooklyn.edu and AllanJames.Lapid@brooklyn.cuny.edu

To be Completed by the Supervisor

To the supervisor: Thank you for supervising this student's project for the Department of Computer & Information Science. Your frank evaluation and answers to the following questions will help us assess the student's progress. We are looking for feedback in primarily two areas: Technical Proficiency, and Soft Skills.

The student should send you this form with the first page filled out with their information accompanied with their *Final Report* and *Final Project Log* and any additional project documents. Please email the completed form to chuang@sci.brooklyn.cuny.edu and AllanJames.Lapid@brooklyn.cuny.edu

Technical Proficiency (*Required section*)

Did the student send you their final report and presentation materials at the time of completing this form?

What letter grade would you assign to the student's technical work on the project?

If you are using your own grading scale, what letter grade would you assign to the student's technical work on the project?

Please provide a brief explanation:

Soft Skills (*Required section*)

Student/Supervisor Interaction

Was the student responsive to communications from the supervisor?

Did the student communicate with the supervisor in a professional manner?

Was the student proactive in performing project tasks?

Did the student respond to feedback from the supervisor?

Team Interaction

Did the student have a well-defined task within the team?

Was student an active member of the team?

Did the student assume the role of team leader?

Thank you for your answers. The next and final page is optional.

The following questions are completely optional and primarily intended help us plan for the future.

- 3