

Final Supervisor Evaluation Form

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

Supervisor: Please complete and email to 4900@sci.brooklyn.cuny.edu by end of **Friday, May 21, 2021**

Student Information

First Name:

Last Name:

CUNYFirst ID:

Email:

Project Details

Project Title:

Other Members of Your Team

If you're working in a group, please list any other students you were working with on this project.

Supervisor Information

Supervisor Name:

Email:

Agency or office:

Supervisors to fill out the rest of this form and email to 4900@sci.brooklyn.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 4900@sci.brooklyn.cuny.edu with subject line *Spring 2021 Final Supervisor Evaluation*.

Technical Proficiency (*Required section*)

Did the student send you their final report and presentation materials?

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.

Optional Survey

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

1. Regardless of the student's actual achievements, were you satisfied with the student's level of preparation for the project?

2. If you were able to hire the student as an employee, would you do so?

3. If the student were to ask to do an additional project with you, would you be agreeable?

4. How many student projects could you supervise next semester? If possible, please describe them and their requirements

5. Please feel free to add any additional comments