Supervisor's Project Management Mark

Important Note for Supervisor: Once completed, this form should be <u>retained by the marker</u> for record. To submit marks: (a) go to iLearn, (b) go to the unit page, (c) open Gradebook [it is under the Tools drop down menu, in the red ribbon at the top], (d) enter your marks in the column designated 'Sup. Mgmt. Mark'. Use the following formula to calculate the final mark:

Final Mark: [(Mark in 1) x 0.3] + [(Mark in 2) x 0.3] + [(Mark in 3) x 0.4 =

Assessment Attribute	Criteria	Mark (out of 100)
1. Self-Management and Engagement with Project **(30%)**	0-49: Not taking responsibility, not completing the activities or following schedules, not turning up to meetings* 50-64: Lack in responsibility, completing at-least some key activities but missing due dates and schedules, irregular in attending meetings* 65-74: Striving to take responsibility, completing most activities adhering to schedules, mostly attending meetings* and providing updates 75-84: Taking responsibility when delegated, completing most activities but missing on some low-key ones, attending required meetings 85-100: Proactively responsible, proactively completing all activities on time to a high standard, actively updating the supervisor(s)	
2. Intellectual Independence and Initiative **(30%)**	0-49: Not taking any lead related to research problem, only waiting for instructions and not following them 50-64: Doing as told, able to follow instructions but weak interaction with supervisor, very close guidance needed, no initiative 65-74: Following instructions as told but actively involved in decisions and progress, shows some initiative 75-84: Following instructions but with critical judgement, effective interactions, often taking lead of tasks, shows zest and initiative 85-100: Leading the project tasks, questioning decisions and self-gauging, actively interacting with supervisor, demonstrating an intellectual understanding of the overarching problem and goals	
3. Record Keeping and Logbooks **(40%)**	0-49: No log book 50-64: Log book is kept but logs related to many key activities are missing/incomplete, entries are random and do not communicate much value 65-74: Logbook has dated logs of most key activities, and communicates performance logs of most weeks 75-84: Logbook is well-maintained, all weekly entries dated, all key-activities and related progress logged 85-100: Logbook is excellent, shows self-gauging and reflection, activities logged and communicate high value	

* *"attending meetings" may be supplemented by non-face-to-face activities, such as email updates, video conference, as appropriate.*