

ELEC/CPEG Final Year Project/Thesis (2016-2017)

Progress Report Evaluation Form for Supervisor

Instructions for Supervisor: In this evaluation, each student is graded individually.

Project Code & Student Name		
Monthly Report #1-2 (2%)		
Submitted	Report #1	Report #2

Progress Report Evaluation (15%)	
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Evaluation Items	Comments for Students
Completeness: Have the background, motivation & objectives of the project been described? Have all essential references been properly cited and listed? Have essential budget estimates and/or work schedule been presented?	
Clarity & Organization: How readable is the report? Is the use of diagrams, tables and charts sufficient? Does the report flow logically from sections to subsections?	
Planning: Is the plan sufficiently detailed? Is the time schedule realistic? Are all main tasks properly defined and well divided into simpler subtasks? Have difficult tasks been delayed?	
Use of English: How accurate is the grammar? Are materials presented in clear English? How readable is the report in terms of English?	
Term Accomplishment: Have the students mastered most of the background knowledge required for carrying out the project? How much actual progress has been made toward completing the project? Any over-claims?	
Working Attitude & Team Effort: Are the students serious in their work? Are they working independently? Have they put in more than the minimum effort? Do they form a good team?	

Additional Comments

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(Please use the other side or additional sheets, if necessary.)

Grade		<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px;">F</div> <div style="border: 1px solid black; padding: 2px 5px;">D</div> <div style="border: 1px solid black; padding: 2px 5px;">C-</div> <div style="border: 1px solid black; padding: 2px 5px;">C</div> <div style="border: 1px solid black; padding: 2px 5px;">C+</div> <div style="border: 1px solid black; padding: 2px 5px;">B-</div> <div style="border: 1px solid black; padding: 2px 5px;">B</div> <div style="border: 1px solid black; padding: 2px 5px;">B+</div> <div style="border: 1px solid black; padding: 2px 5px;">A-</div> <div style="border: 1px solid black; padding: 2px 5px;">A</div> <div style="border: 1px solid black; padding: 2px 5px;">A+</div> </div>
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Name & Signature of the Supervisor	Prof.	Date	
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