

Interim Report Form

Please submit a copy to the dropbox folder by **Friday 4/5 11:59PM EST**

Your Information

First Name:

Last Name:

CUNYFirst ID:

Email:

Project Details

Fill out the rest of this page with information about your project. In separate PDF documents, you will be submitting: (1) an *interim report* that describes the updated details of your project, and (2) an *interim project log* that shows your project-related activities since the start of the semester. Your project logs should include entries describing initial work on the project up to the submission of this interim report. The last entry on that log should be the submission of this report.

Project Title:

Supervisor Name:

Email:

Agency or office:

Other Members of Your Team

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

Summary Log

Please complete the following summary log information. Find the most relevant category below for your tabulations for grouping related activities:

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

This is the only page that has to be filled out by students. Please forward this form along with your *Interim Report* and *Interim Project Log* to your supervisor. Submit your copy to <https://www.dropbox.com/request/wjLdp38ewHKvfKrrA8U>.

To be Completed by Your Supervisor

To the supervisor: The student should be sending you this form accompanied with their *Interim Report* and *Interim Project Log*. Please complete the following page and email the completed form to 4900@sci.brooklyn.cuny.edu with subject line *Spring 2021 Interim Supervisor Evaluation*.

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:

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