Dear Supervisor,

Thank you again for agreeing to participate in the IT Capstone Programme with QUT. These units provide a great opportunity for QUT students to collaborate with Industry Partners in real world projects. At the end of each semester of the project, we require that the students submit a report on their progress, and present their work to their peers and the teaching team. Ultimately, they will receive an overall mark combining a number of different assessment items. Here, we are seeking your input on their performance, and looking to ensure that the final handover of the artefact takes place smoothly

### *Supervisor Assessment*

As in the earlier unit, IFB398, we would like to ask you to contribute to this process. As you know, the IT capstone has several learning goals relating to: (1) the system or other artefact produced; (2) the quality of the student process; and (3) the overall work of the students as a team. We are looking to get your feedback from the perspective of the project owner. Your views will help us assess the extent to which the team met your expectations and how well each team member contributed to the final deliverable.

The tables below include a scheme for your feedback. The table at the top shows the criteria to be used when assessing the students. Please award a grade in the range 1-7 for each of the three categories (as discussed above) in the boxes provided at the bottom. There is space for the team name, and for any comments you may wish to make. We would be grateful if you could comment on the team and indicate your level of satisfaction with the work they have produced, including if possible, the artefact you will receive. You may provide an overall report for the entire group, in which all members of the team are rated equally, or, if you feel that some team members have performed better than others, you may list scores for each individual – either in the comment box or as entirely separate reports. If this is the case, we would be grateful if you could provide comments justifying these scores in order that we may give feedback to the relevant students.

We understand there are a number of circumstances in which a supervisor may prefer not to provide a report for a particular student. If there is a conflict of interest or some other concern then you should feel free to offer only a group evaluation or alternatively, to declare the conflict and provide assessments only for the remaining members of the team. Note that for the sake of transparency we would expect to release the feedback you provide to the students. The final supervisor feedback will be recorded by the teaching team based on your ratings, and after moderation across the supervisor reports to ensure consistency across team assessments.

### *Project Handover.*

As the year comes to its conclusion, we want to ensure all projects are finished off on a high note for both students and their supervisors. An important part of this process is to ensure that the handover of the project artefact from the student team proceeds in a satisfactory manner. The students have been instructed to include with this document a short summary of the deliverables that they intend to provide, and the format and mechanism for this transfer to take place. This will vary from project to project, but in the case of a development project for example, it might include finished applications, code and development documentation, user guides and installation instructions, and/or the presentation and report. The materials might be delivered via a zip archive for download or on a USB drive, and perhaps supplemented where appropriate with a link to a GitHub or other repo. The broad details of this were likely agreed early in the project, but it is important that the supervisor and the team have a common, documented understanding as the project reaches its conclusion. Depending on the discussions that have already taken placed between you and the team, the statement provided by the team may simply summarise an earlier agreement or some negotiation may be required.

Once this is finalised and the handover has taken place, we would ask that you confirm in the feedback area on the form that the project has been handed over in a satisfactory way. If there are any issues

with this process, please work with the team in the first instance, and then refer any difficulties to us via the usual IT Capstone it.capstone@qut.edu.au email.

***Returning the Form.***

Please fill in the form below, providing a single assessment for the team or, as discussed, individual assessments for the team members. Please submit your completed report(s) via email to it.capstone@qut.edu.au. Please use the subject line 'Supervisor feedback Team XXXX', with the 'XXXX' of course replaced by the team name. Clicking on the it.capstone email address in the previous sentence will create an email with this template subject line. Please submit your reports to us *directly* rather than via the students.

Thank you for your assistance and for your support of the IT Capstone programme.


The Capstone Teaching Team.

| | | **Project developed**<br><br>Learn to deliver a solution to a significant problem, within environmental constraints, using appropriate tools and techniques | **Quality of Process**<br><br>Learn to independently manage time and resources in a professional and ethical manner, in the face of changing needs and environment, to achieve project goals to the satisfaction of stakeholders | **Quality of Teamwork**<br><br>Learn to work effectively as a member of a team |
|---|---|---|---|---|
| **7**<br>**High DIstinction** | | The contribution to the project was of a high standard, both in quality and effort. The solutions proposed were creative and innovative, sometimes going beyond those agreed, and professionally developed and presented. | The student required almost no supervision and proactively took ownership of the project plan, delivering on time or seeking timely and motivated revisions of the plan when needed | The student(s) actively participated in most meetings, offering input and feedback to the group, and helped actively drive the progress of the team. |
| **6**<br>**Distinction** | | The contribution to the project was of a very good standard, and the solutions proposed were effective and professionally developed. | The student required minimal supervision and took ownership of the project plan, usually delivering on time or seeking timely revisions of the plan when needed. | The student(s) actively participated in most meetings, offering input and feedback to the group, and elaborating on the feedback of others |
| **5**<br>**Credit** | | The contribution to the project was in line with the effort and outcomes of the other members of the team, and generally in line with what agreed at meetings. | The student required moderate supervision, addressed most feedback received and worked reliably according to the project plan | The student(s) actively participated in most meetings, offering input to the group |
| **4 Pass** | | The contribution to the project was partially in line with that agreed at the meetings, but there were shortcomings and unsolved issues | The student required significant supervision, sometimes failed to address feedback. There was clear progress, but a number of substantial deviations from the project plan and schedule. | The student(s) participated in meetings, even if the contribution was somewhat limited or not always helpful |
| **1-3 Fail** | | There was no significant contribution to any part of the project design or development, nor to any aspect supporting the project process (e.g. maintaining documentation, ensuring communication, or managing supporting software). | The student(s) ignored the feedback received, or did not account for the time spent on tasks, or caused delays, or did not adhere to the plan | The student(s) never participated in meetings, or if present did not contribute at all |


| **Individual/Group Feedback** | **Goal 1:**<br>**Project developed** | **Goal 2:**<br>**Quality of Process** | **Goal 3:**<br>**Quality of Teamwork** |
|---|---|---|---|
| **Student/Team name:** | | | |
| **Comment:** | | | |

| Project hand over | Comment:<br><br><br><br><br>Please sign and date here:<br><br><br>_____    _____<br>           SIGNATURE                  DATE |